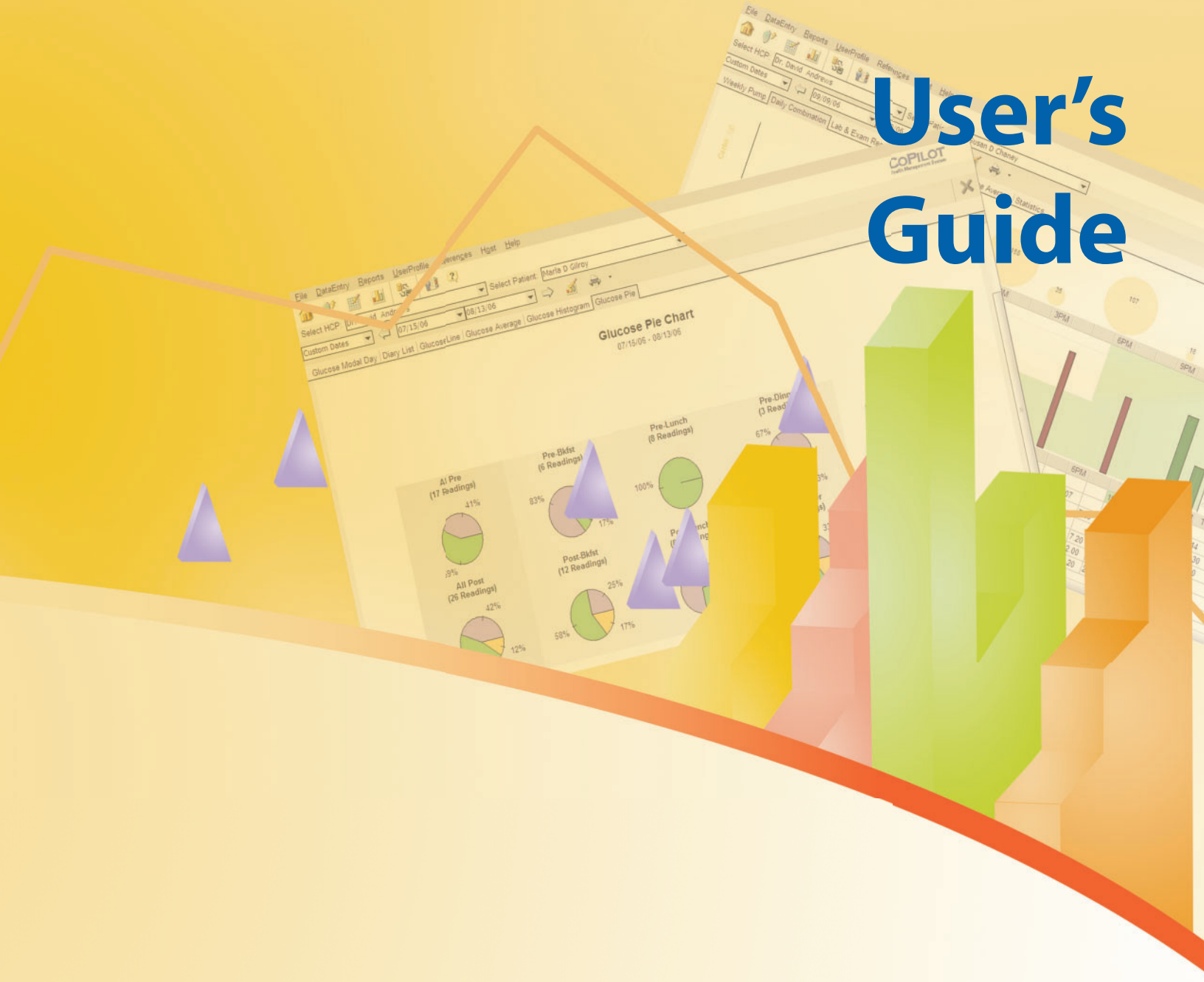
CoPilot™

Health Management System
Versión 4.0

User's Guide



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Contents

Preface ..... **v**

Overview of the CoPilot Health Management System v
Intended Use and Application v
Purpose and Scope vi
Software Availability vi
Computer Requirements vi
Technical Support and Customer Care vi

1 Introduction **1**

1.1 Modes of Operation 1
1.2 Overview of Home User Activities 1
1.3 Overview of HCP User Activities 2
1.4 CoPilot System Terminology 2
1.5 Organization and Topics in this Guide 3
1.6 ***Warning***, ***Caution*** and ***Important*** Messages in this Guide 4
1.7 Getting Around - The CoPilot System Home Page 4
1.7.1 The CoPilot System Home Page 5
1.7.2 Menu Bar 5
1.7.3 Shortcut Keys 6
1.7.4 Select User, Select HCP, and Select Patient Lists 6
1.7.5 Small Icons 7
1.7.6 Large Buttons 8
1.7.7 Resource Links 9
1.7.8 CoPilot System Help 9
1.7.9 Pictures of the CoPilot System Screens 9

2 CoPilot System Installation **10**

2.1 CoPilot System Installation Overview 10
2.2 Standard Installation Procedure 10
2.2.1 Install the CoPilot System 11
2.2.2 Select Application Mode 12
2.2.3 Select Unit of Measure 13

3 HCP and Home User Profiles **15**

3.1 Home User - Profile Setup 15
3.1.1 What is a Home User Profile? 15
3.1.2 Health Profile Tab 18
3.1.3 Data Entry Preferences Tab 19
3.1.4 Glucose Targets Tab 20
3.1.5 Options Tab 23
3.2 Home User: Managing Your User Profile 24
3.2.1 Changing or Updating Your User Profile 24

3.2.2 Adding a User Profile 24
3.2.3 Removing a User Profile 24
3.2.4 Adding an HCP Profile 26
3.2.5 Editing an HCP Profile 28
3.2.6 Removing an HCP Profile 28
3.3 HCP - Setting Up Your User Profile 29
3.3.1 What is an HCP Profile? 29
3.3.2 HCP Profile Setup 30
3.3.3 Automatic Report Printing 31
3.3.4 Glucose Targets Tab 32
3.3.5 Options Tab 35
3.4 HCP - Managing the HCP Profile 36
3.4.1 Changing or Adding to Your HCP Profile 36
3.4.2 Adding a Patient Profile 36
3.4.3 Editing a Patient Profile 38
3.4.4 Removing a Patient Profile 38
3.5 Managing HCP Profiles 39
3.5.1 Adding an HCP Profile 39
3.5.2 Assigning an HCP 39
3.5.3 Editing an HCP Profile 40
3.5.4 Removing an HCP Profile 40

4 Entering Data Into the CoPilot System 42

4.1 Uploading Data from a Device 42
4.1.1 Connecting a Device to Your Computer 42
4.1.2 Uploading from a Device 43
4.1.3 Undoing a Device Upload 45
4.2 Manual Data Entry 46
4.2.1 Entering a Glucose Reading 48
4.2.2 Recording an Insulin Dose 49
4.2.3 Recording a Meal 50
4.2.4 Recording Exercise Activity 52
4.2.5 Recording State of Health 53
4.2.6 Recording a Medication Event 54
4.2.7 Recording a Medical Exam/Doctor Visit 55
4.2.8 Recording a Lab Test Result 56
4.2.9 Recording a Ketone Reading 57
4.2.10 Recording a Note (or Miscellaneous Event) 58
4.3 Customizing Data Lists 59
4.3.1 Customizing Data Entry Lists 59
4.4 Importing Data from Database Files 61
4.4.1 Importing a Database 61
4.4.2 Importing a Supported Database 61
4.4.3 Importing Data from a File 62
4.5 Exporting Data 64

5 Viewing and Printing Reports 66

5.1 Viewing Reports 68
5.1.1 Date Range 68
5.1.2 Data Symbols 69
5.1.3 Target Range Colours 69
5.2 Printing and Sending Reports 70
5.3 Personalizing Report Settings 71
5.3.1 Report Options (User or HCP Profile) 71
5.3.2 Data Filters 72
5.3.3 Display Features 73
5.4 Glucose Target Modes 75
5.5 Definition of a Day 75
5.6 Descriptions of Reports 76
5.6.1 Diary List 76
5.6.2 Glucose Modal Day Report 80
5.6.3 Glucose Line Report 82
5.6.4 Glucose Average Report 83
5.6.5 Glucose Histogram Report 85
5.6.6 Glucose Pie Chart 86
5.6.7 Logbook Report 87
5. 6.8 Lab and Exam Record Report 88
5.6 .9 Statistics Report 88
5.6.10 Daily Combination View Report 96
5.6.11 Weekly Pump View Report 99
5.6.12 HCP Group Analysis Report 101

6 Prescribed Plan 104

6.1 Prescribed Plan 104
6.2 Filling-in a Prescribed Plan 105

7 Database Management 106

7.1 Archiving Data 106
7.2 Viewing Archived Data 108
7.3 Restoring Archived Data 109
7.4 Backing Up the Database 110
7.4.1 Automatic Database Backup 110
7.4.2 Manual Database Backup 110
7.5 Restoring a Backup Database 111
7.5.1 Restoring a Database Backup File 111
7.5.2 Viewing the Restore Log 113

8 Security 114

8.1 System Administrator Profile 114
8.2 Password Protection 114
8.2.1 The Logon to System Screen 115

8.3 Defining User Rights 116
8.3.1 User Rights Options for HCP and Home Users 116
8.3.2 Assigning Your Own User Rights - HCP and Home User 117
8.3.3 Home User - Assigning User Rights to Other Home Users 118
8.3.4 HCP - Assigning User Rights to Other HCPs 119

Appendix A: Contact Customer Care 120

Appendix B: Troubleshooting 121

Device Connection Problems 121
Data Import Problems 121
Printing Problems 122
PDF Attachments 122
Access Violation Errors 122

Appendix C: Supported Devices And Databases 123

Appendix D: Warning, Caution and Important Messages 126

WARNING Messages 126
CAUTION Messages 127
IMPORTANT Messages 129

Appendix E: CoPilot System Network Installation 130

About CoPilot System Network Installation 130
Installing the CoPilot System Server 130
Installing the CoPilot Server Client Application 131
Restarting the Client 132

Index 133

Preface

Overview of the CoPilot Health Management System

The **CoPilot™ Health Management System** is a versatile tool that allows people with diabetes, their caregivers, and healthcare professionals to take a more informed role in managing diabetes by acting as a data management tool. The CoPilot system tracks diabetes-related health information, and provides graphs, charts and reports that can help both patients and healthcare professionals evaluate needs and options for a diabetes health management program.

The CoPilot Health Management System ("**CoPilot system**") allows you to upload recorded test results from supported Abbott Diabetes Care blood glucose monitoring systems. The CoPilot system also allows you to record information about insulin, ketones, medications, meals, exercise, state of health, medical exams, lab results, as well as general notes.

The CoPilot system displays trends and patterns in glucose readings, carbohydrate intake, insulin dosage, and other diabetes-related factors.

The CoPilot system can be installed in one of two modes or, versions. The **Home User** version is for people with diabetes, or their caregivers. The **HCP** version is for healthcare professionals (HCPs). When you install and use the CoPilot system for the first time, you must specify which version you use. Both versions provide the same tools to record, track, view and analyze individualized health information. When needed, this guide provides instructions specifically for each version and type of user.

To allow multiple home users (such as a family) and multiple HCPs (such as in a clinic) to share the use of the CoPilot system, each user has a **Profile**. The information for each profile can be made secure with a unique password.

Intended Use and Application

The CoPilot Health Management System is intended for use in home and clinical settings by patients and healthcare professionals. It is intended to aid people with diabetes and healthcare professionals in the review, analysis, and evaluation of information such as historical blood glucose test results, insulin dosages, carbohydrate intake, and exercise data in support of an effective diabetes health management program. It can be used with supported Abbott Diabetes Care blood glucose monitoring systems (as listed in *Appendix C: Supported Devices and Databases*), where data is uploaded, saved, analyzed, displayed as charts, graphs and reports, printed, and shared.

Users should be aware that the CoPilot Health Management System is merely an information management tool - it does not itself provide diagnostic information, nor does it give advice on management of diabetes, and it is therefore not intended to substitute for the support of a healthcare professional. Home users should always consult their healthcare professional if they have any queries or concerns about their diabetes management.

Purpose and Scope

This User's Guide provides computer requirements, installation steps and configuration options. It provides instructions and procedures for setting up user profiles, for uploading, recording and importing data, and for viewing reports. This guide also provides instruction for managing system security and data integrity by using logon profiles and passwords, and for managing user rights. Finally, information is provided for troubleshooting and obtaining technical support.

Software Availability

To obtain the CoPilot system installation software, contact your local Abbott Diabetes Care office. For a list of worldwide offices, visit **www.abbottdiabetescare.com** and click **Worldwide Locations**. On the Worldwide Locations page, click the link for your country or a country near you.

Computer Requirements

The following are minimum requirements for CoPilot system operation:

- Microsoft Windows 2000, Windows XP
- 400 megahertz (MHz) or higher CPU processor
- 128 megabytes free system RAM (memory)
- RS-232 Serial port, or USB port

The following components are needed or recommended for optimal use of CoPilot system features: Internet connection, email account, 1024 x 768 resolution monitor, CD-ROM drive, colour printer, fax software.

Technical Support and Customer Care

To obtain support, please contact the person you received the software from, or your local Abbott Diabetes Care office. For a list of worldwide offices, visit **www.abbottdiabetescare.com** and click **Worldwide Locations**. On the Worldwide Locations page, click the link for your country or a country near you.

1 Introduction

The **CoPilot Health Management System** ("the **CoPilot system**") allows people with diabetes, their caregivers, and healthcare professionals to take a more informed role in managing diabetes by acting as a data management tool. The CoPilot system tracks health information and provides graphs, charts and reports that can help people with diabetes and healthcare professionals evaluate needs and options for a diabetes health management program.

This section introduces and explains the CoPilot system features, installation options, user roles and activities, terminology, day-to-day procedures, and on-screen navigation for both home users and healthcare professionals.

All users should read this section to understand key features and capabilities and different ways that you can use the CoPilot system.

1.1 Modes of Operation

The CoPilot system can be installed in one of two modes or, versions. The **Home User** version is for people with diabetes, or their caregivers. The **HCP** version is for healthcare professionals. When you install and use the CoPilot system for the first time, you must specify which version you use.

Both versions appear and operate in very similar ways. Both provide the same tools to record, track, view and analyze individualized healthcare information. Each version displays slightly different menus, screens and configuration options to accommodate both the home user and HCP. This guide provides instructions as needed for each version and type of user.

1.2 Overview of Home User Activities

The CoPilot system allows you to upload, record, store, analyze and share important information about your glucose readings, insulin, exercise, medication and other health information.

The following is an overview of typical, routine use of the CoPilot system for home users:

- Install the CoPilot system and set up your profile using easy-to-follow forms, to specify personal and health information, your glucose targets, and much more.
- Set up user preferences so that the system works best for you.
- Upload test results from your blood glucose meter to the CoPilot system.
- Record your carbohydrate intake, insulin, exercise, state of health, medical exams, medications, ketones, lab results, and general notes. Keep as much or as little information as you and your HCP find helpful.
- View and print many types of graphs, charts and reports that will help you understand and track the progress of your diabetes health management plan.

1.3 Overview of HCP User Activities

As a healthcare professional, you can use the CoPilot system to observe trends and patterns in your patients' glucose readings, and to review exercise, medication and other health information.

The following is an overview of typical, routine use of the CoPilot system for healthcare professionals:

- Install the CoPilot system and set up your HCP profile using easy-to-follow forms.
- Set up user preferences and system options.
- Set up a patient profile for each patient with a supported device.
- View and print charts, graphs and reports.
- View a Group Analysis Report for a summary of all patient data.
- Configure multiple HCP profiles and groups of patients.

1.4 CoPilot System Terminology

The following terms are used in the CoPilot Health Management System and this User's Guide:

Healthcare Professional - A healthcare professional (**HCP**) is a physician, nurse practitioner, certified diabetes educator (CDE), or other healthcare professional authorized to provide care to patients with diabetes; a healthcare group or entity such as a clinic; or case manager.

Home User - A home user is a person with diabetes, or their caregiver. (In the HCP version, a home user is called a "patient.")

Profile - Each home user and HCP creates a profile. The home user profile is a collection of personal information, and the CoPilot system preferences, permissions and options. The HCP profile is a collection of professional identification, health management preferences, and the CoPilot system options.

Data - Information recorded by any supported medical device and uploaded to the CoPilot system. *See Appendix C* for a list of supported devices, and the data collected and uploaded.

Health Information - Personal and medical information recorded by (or for) a patient. Information categories include: Glucose Readings, Insulin Doses, Meals, Exercise, State of Health, Medications, Medical Exams, Lab Results, Ketone Readings, and General Notes.

Reports - Reports are charts, graphs, and tables generated by the CoPilot system. There are at least 11 types of reports. You can use powerful filters to select the types of data, date ranges, etc., that you would like to view. You can also save, print, email and Fax (with installed Fax software) any report that you generate.

Database - All the CoPilot system information is stored in a database file. Database information can be archived, exported and imported. Database files can be backed-up, copied and stored to ensure data integrity and safekeeping.

1.5 Organization and Topics in this Guide

The table below provides an overview of sections and topics.

Note: When needed, this guide provides instructions specifically for the home user or HCP. If no specification is indicated, the instructions are the same for both.

Section	Topics
Preface	CoPilot System Overview; Intended Use; Purpose and Scope; Computer Requirements; Technical Support and Customer Care
1. Introduction	Modes of Operation; Home User Activities; HCP User Activities; CoPilot System Terminology; *Warning*, *Caution* and *Important* Messages; CoPilot System Screen Navigation; Using Help
2. CoPilot System Installation	Installation Options; CoPilot System Installation; User Mode; Unit of Measure
3. HCP and Home User Profiles	What is a Home User Profile?; Edit Home User Profile; Add, Delete and Edit Home User Profiles; Add, Delete and Edit HCP List; Manage Multiple Home Profiles; What is an HCP Profile? Edit HCP Profile; Manage HCP Profiles; Manage Patient Profiles; Add, Delete and Edit HCP Profiles
4. Entering Data Into the CoPilot System	Uploading Data; Connecting a Device; Undoing a Device Upload; Manual Data Entry -- Glucose Reading, Insulin Dose, Meal, Exercise, Health, Medication, Exam, Lab Test, Ketone Reading, Note; Customizing Lists; Importing a Database; Importing Data; Exporting Data
5. Viewing and Printing Reports	Opening, Viewing a Report; Printing and Sending Reports; Personalizing Reports; Glucose Target Modes; Definition of a Day; Descriptions of Reports; HCP Group Analysis Report
6. Prescribed Plan	Prescribed Plan (for record-keeping only)
7. Managing Databases	Database Management; Archive Data; View Archived Data; Restore Archived Data; Back Up the Database; Restore a Database; Restore Log
8. Security	System Administrator Profile; Password Protection; Defining User Rights; User Rights Options; Assigning Your Own User Rights; Home User Assigning User Rights; HCP Assigning User Rights

1.6 *Warning*, *Caution* and *Important* Messages in this Guide

Warning, **Caution**, and **Important** messages are included throughout this User's Guide. These messages warn you to pay careful attention to specific instructions and guidelines for using the CoPilot system.

Before using the CoPilot system, read each message included in the CoPilot system User's Guide. (See *Appendix D: Warning, Caution and Important Messages*, for a list of all messages.) Always seek the advice of a healthcare professional before making any change in your lifestyle or use of medication.

Warning, **Caution** and **Important** messages have a very specific meaning. The following list explains the meaning and purpose of each:

⚠ WARNING:

- WARNING indicates possible hazards that, if not avoided, could result in serious injury or death.

CAUTION: CAUTION indicates possible hazards that can cause harm to yourself, or to your patients.

IMPORTANT: IMPORTANT indicates that inconvenience to you (such as loss of text entries or saved settings) may result if you do not follow instructions.

1.7 Getting Around - The CoPilot System Home Page

The CoPilot system uses *menus*, *buttons*, *icons*, *tabs*, *drop-down lists*, *"mouse-button clicks"*, *check boxes*, *text fields* (that you can type in), and other common Windows screen elements for operation and navigation. This guide assumes that all CoPilot system users have a clear understanding of how to use these software controls.

1.7.1 The CoPilot System Home Page

In this User's Guide, certain terms are used to describe how (or, where to click) to perform procedures -- such as *icon*, *button*, *menu* and *user list*. These are explained below.

Tip: To return to the home page from any other screen, click the "Home" icon.

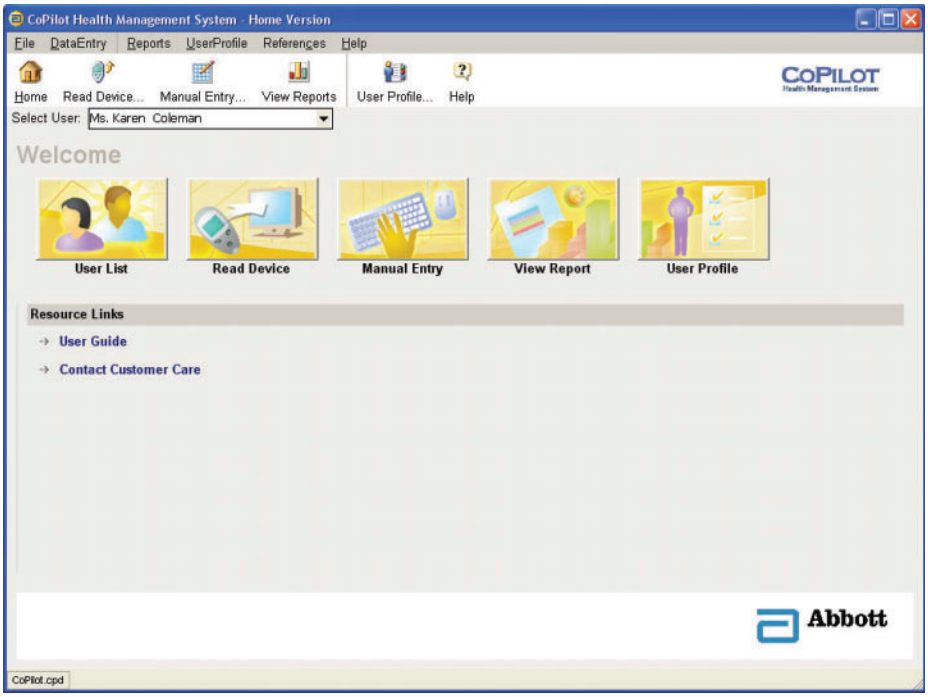
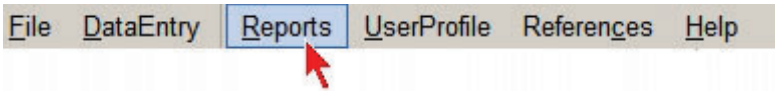


Figure 1. The CoPilot System Home Page (Home User)

1.7.2 Menu Bar

The *menu bar* provides commands for the CoPilot system features and operations (including the features that you can use by clicking buttons and icons.)



The following are two examples of how instructions are written for using commands on the menu bar.

- Click **File > Database Maintenance > Archive** to export data to an archive file.
- Click **Reports** on the main menu, and select **Diary List**.

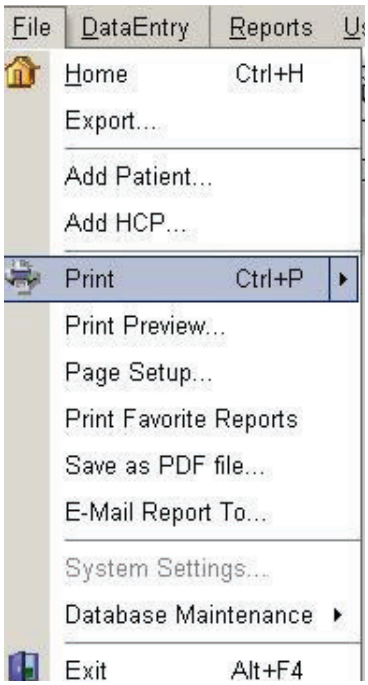
Also, an instruction may direct you to use an icon or button.

- Click the **Read Device** button to upload data from your device.

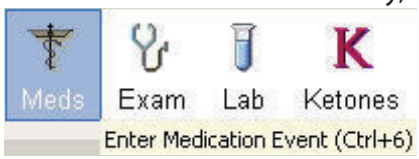
1.7.3 Shortcut Keys

Menu commands, buttons and icons often provide a keyboard shortcut.

Many menu items have shortcut keys, such as **Ctrl+P** to print.



Many icons have a "popup" (which appears when you hold the mouse pointer over the icon) that indicates the shortcut key, such as **Ctrl+6** to enter a medication event.

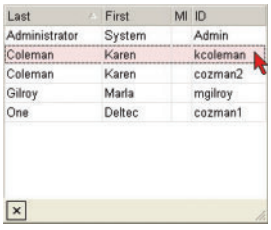


1.7.4 Select User, Select HCP, and Select Patient Lists

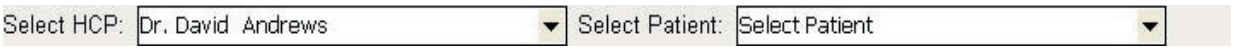
For Home Users

The *Select User* list is displayed in the home page in the home user version. The list includes the system administrator, and at least one home user profile.

Note: If you have more than one home user profile on your system, verify that you select the correct home user before you upload data, record health information, or change profile settings.



For HCPs



The *Select HCP* and *Select Patient* lists are displayed on the home page in the HCP version.

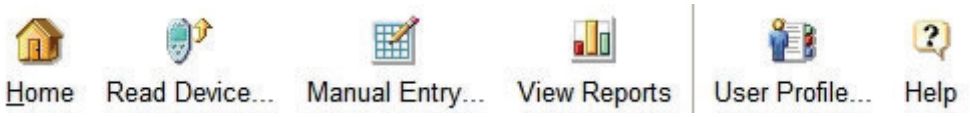
Note: Verify that you select the correct patient before you upload data, record health information, or change profile settings.

1.7.5 Small Icons

Small icons are displayed on the home page under the menu bar. In this User's Guide, these are referred to as **Icons**. For example: *Click the **Home Icon** to return to the home page.*

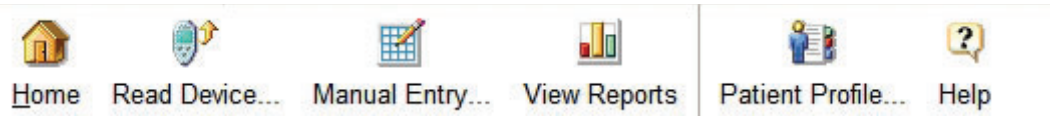
In addition to icons on the home page, several other screens display icons. You can use these icons as described in procedures.

Home User Icons



Home User Tip: Select **UserProfile > User Profile > Options > Show Button Captions** to see button captions.

HCP Icons



HCP Tip: Select **UserProfile > HCP Profile > Options > Show Button Captions** to see button captions.

Icons and Associated Actions

Home - Return to the CoPilot system home page.

Read Device - Upload data from a blood glucose meter or other device.

Manual Entry - Record health information events; open the Data Entry screen.

View Reports - Open the Report screen to the default report you select in Options.

User Profile/Patient Profile - Open the home user (or patient) profile to view, or to edit information.

Help - Open this User's Guide to the appropriate section for help.

1.7.6 Large Buttons

Large Buttons on the home page provide shortcuts to commonly used actions.

Home User Buttons

HCP Buttons

Buttons and Associated Actions

User List (Home User) - Open the User List to add, edit or delete home users.

Patient List (HCP) - Open the Patient List to add, edit or delete patients.

Read Device - Upload data from a blood glucose meter or other device.

Manual Entry - Record health information events; open the Data Entry screen.

View Report - Open the Report screen to the default report you select in Options.

User Profile (Home User) - Open the profile of the home user selected in the Select User list to view or edit information.

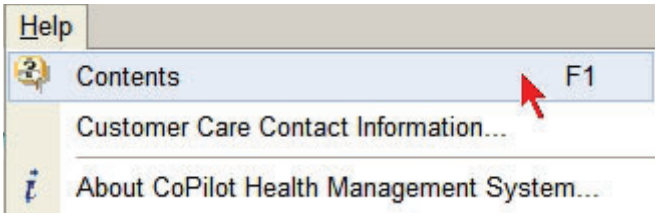
Patient Profile (HCP) - Open the profile of the patient selected in the Select Patient list to view or edit information.

1.7.7 Resource Links

If you installed extensions or plug-ins for other devices, additional options appear under Resource Links. Refer to the documentation provided with your device for more information about using these links.

1.7.8 CoPilot System Help

Use the help feature in the CoPilot system from virtually any screen or window. There are two options:



- Click **Help** > Contents on the menu bar to open the help feature.
- The context-sensitive help option is available in many screens and dialog boxes. Click Help or the question mark icon, to open the help feature at the appropriate section.

1.7.9 Pictures of the CoPilot System Screens

- In this guide, pictures of the CoPilot system screens may be from either the home version or HCP version. If the information or procedure is specific to a particular version of the CoPilot system, the image used is from the relevant version.
- The figures within this guide are intended to serve only as examples. The unit of measure shown in the figures may therefore not match the units of measure you selected during installation.

2 CoPilot System Installation

This section provides detailed installation instructions for the CoPilot Health Management System.

2.1 CoPilot System Installation Overview

Select an Application Mode

When you install the CoPilot system and start the application for the first time, the CoPilot system asks you to specify if you are a home user, or healthcare professional. When you make your selection, the CoPilot system completes the final installation step and enables the version appropriate for you.

Both versions operate and look almost identical. Home users and HCPs use the same features and follow many of the same procedures. However, there are differences, and these require separate instructions in this User's Guide. Separate instructions are clearly identified for the home user or HCP. Where applicable, be sure to read the correct instructions.

Note: It is very important to select the right option.

CoPilot System Network Installation

To allow multiple users to work from more than one computer, and to share one database, you can perform the CoPilot system network installation. This is recommended only for HCPs who work in a clinical setting with other HCPs. See *Appendix E: CoPilot System Network Installation*, for more information.

2.2 Standard Installation Procedure

When you start the CoPilot system for the first time, the application asks you to specify if you are a home user, or healthcare professional. In addition, the CoPilot system asks you to select the type of Unit of Measure that you use with your glucose meter. These steps are a part of the installation procedure.

Before You Install the CoPilot System

- Verify computer requirements as listed in the *Preface*.
- Save all information and close all running applications.

Note: Please have your glucose meter or other supported device available during installation.

2.2.1 Install the CoPilot System

These steps correspond to the CoPilot system installer screens, which provide additional instructions. Screen names are in *Italic*.

1. Download the installer file, or obtain the software on a CD-ROM from Customer Care.
2. Start the installer.
   - Insert the CD-ROM into the drive. (Most computers start installation automatically.)

     –OR–

   - Double-click the CoPilot system installer file (**CoPilot_Setup.exe**).
3. *Installation Language* - Select the **Installation Language**, and click **OK**.
4. *Welcome Page* - Read the welcome page and click **Next** to continue or **Cancel** to quit.
5. *License Agreement* - The End User Agreement is displayed. Read it, and select **I Agree** and then click **Next** to continue or click **Cancel** to stop the installation.
6. *Confirmation* - Click **I Confirm** to continue. Click **I Do Not Confirm** to return to the license agreement.
7. *Installation Destination* - Verify the installation folder. We recommend that you keep the preselected folder. (If required, click **Browse** to select another folder.) Click **Next**.
8. *Start Installation* - The installer is ready to begin. Click **Next** to proceed. Alternatively, click **Back** to make changes in previous screens or click **Cancel** to stop the installation.
9. *Installation Progress* - A screen shows installation progress.
10. *Success Message* - Installation is complete. You may need to install additional software if you use certain devices. Click **Finish**.

Note: If you use Windows 2000 and see a *Remove Shared File* message, click **No**.

11. The CoPilot system icon is placed on your desktop, and in your Start Menu.

2.2.2 Select Application Mode

To complete installation, you must launch the CoPilot system and choose the Application Mode and Unit of Measure.

1. Double-click the **CoPilot system** icon on the desktop to launch the CoPilot system.
2. *Initial User Setup* - Select the **Application Mode**, either:
   - **Home User**
   - **Health Care Professional**

Note: If you are a home user, you cannot change this selection after you click **OK**. If you select the wrong option, you will need to reinstall the CoPilot system. Contact Customer Care for assistance.

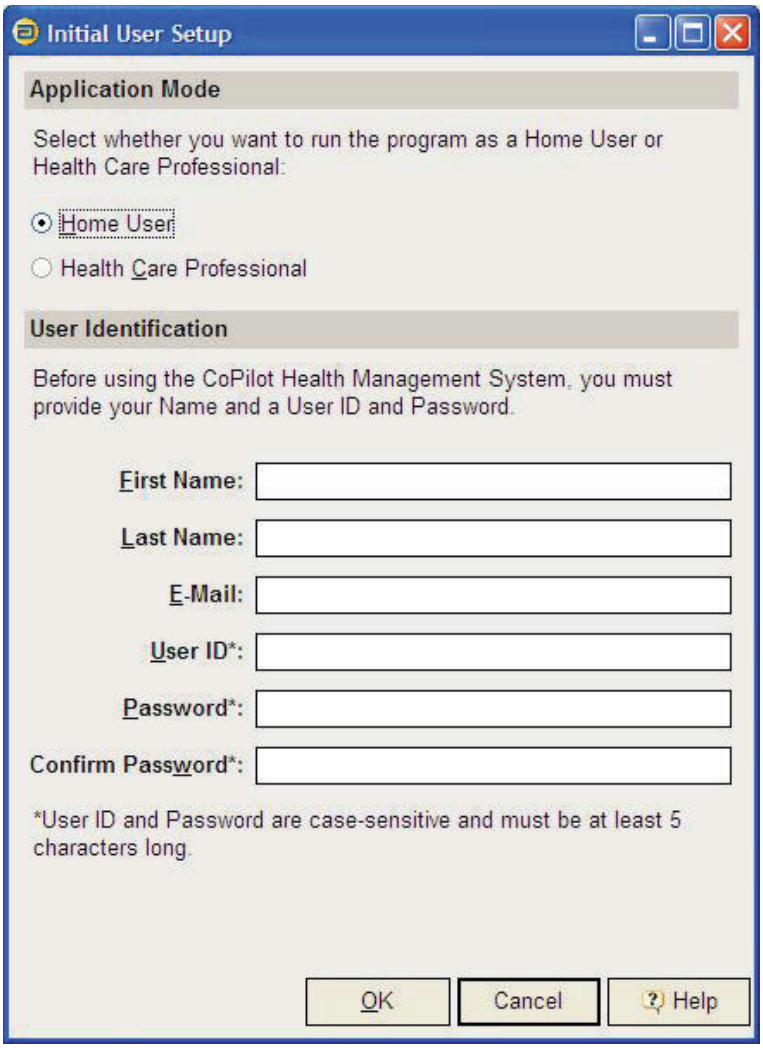

Initial User Setup
Application Mode
Select whether you want to run the program as a Home User or Health Care Professional:
Home User
Health Care Professional
User Identification
Before using the CoPilot Health Management System, you must provide your Name and a User ID and Password.
First Name:
Last Name:
E-Mail:
User ID*:
Password*:
Confirm Password*:
*User ID and Password are case-sensitive and must be at least 5 characters long.
OK
Cancel
Help

Figure 2. Initial User Setup

3. Enter your Name, a User ID and Password then click **OK**.
4. *Initial User Setup* closes and *Select Unit of Measure* opens.

2.2.3 Select Unit of Measure

IMPORTANT: This procedure is different for home users and HCPs. Select the correct procedure below.

***Select Unit of Measure* - Home User**

CAUTION: You must set CoPilot system to use the same Unit of Measure that you use on your glucose meter. Selecting the incorrect Unit of Measure can result in misinterpretation of test results.

Note: If you have selected mg/dL as your unit of measure all blood glucose readings in the CoPilot system will be shown as mg/dL. If you choose mmol/L as your unit of measure all results will be shown in mmol/L.

Note: The figures within this guide are intended to serve only as examples. The unit of measure shown in the figures may therefore not match the units of measure you selected during installation.

1. *Select Unit of Measure* - Select the Unit of Measure that you use on your meter, either **mg/dL** or **mmol/L**. Click **OK.**

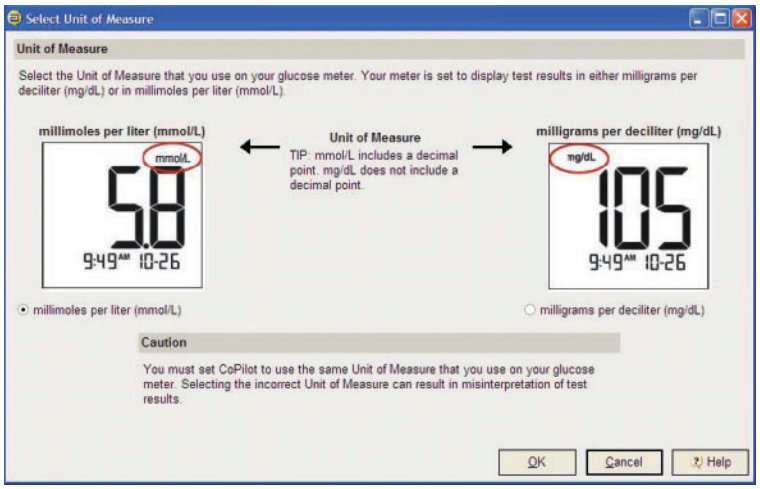

Select Unit of Measure
Unit of Measure
Select the Unit of Measure that you use on your glucose meter. Your meter is set to display test results in either milligrams per deciliter (mg/dL) or in millimoles per liter (mmol/L).
millimoles per liter (mmol/L)
mmol/L
5.8
9:49 AM 10-26
Unit of Measure
TIP: mmol/L includes a decimal point. mg/dL does not include a decimal point.
milligrams per deciliter (mg/dL)
mg/dL
105
9:49 AM 10-26
millimoles per liter (mmol/L)
milligrams per deciliter (mg/dL)
Caution
You must set CoPilot to use the same Unit of Measure that you use on your glucose meter. Selecting the incorrect Unit of Measure can result in misinterpretation of test results.
OK
Cancel
Help

Figure 3. Select Unit of Measure - Home User

2. *Confirmation* - Verify the Unit of Measure in your meter is the same as your choice. Click **OK**.
3. Continue with *Section 3: HCP and Home User Profiles* - to set up your profile.

Select Unit of Measure - HCP

1. *Select Unit of Measure* - Select the Unit of Measure that you prefer to use to view results (reports, graphs and charts), either **mg/dL** or **mmol/L**.

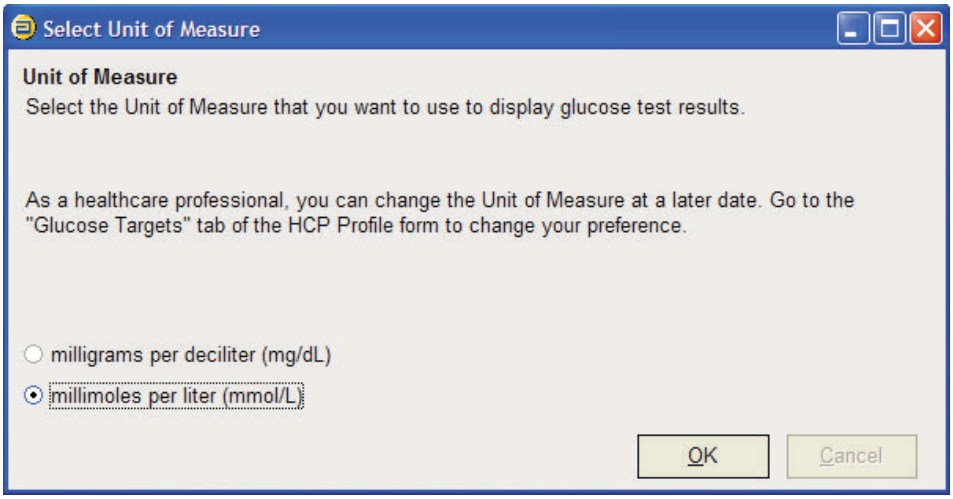

Select Unit of Measure
Unit of Measure
Select the Unit of Measure that you want to use to display glucose test results.
As a healthcare professional, you can change the Unit of Measure at a later date. Go to the "Glucose Targets" tab of the HCP Profile form to change your preference.
milligrams per deciliter (mg/dL)
millimoles per liter (mmol/L)
OK
Cancel

Figure 4. Select Unit of Measure - HCP User

Note: You can change this setting in the Glucose Targets tab in your HCP profile. Click **UserProfile > HCP Profile > Glucose Targets**, and select the *Glucose Unit of Measure*.

CAUTION: Ensure that you discuss results with your patients using the same Unit of Measure that they use. Confusion about the Unit of Measure can result in misinterpretation of test results.

2. Click **OK.**
3. Continue with *Section 3: HCP and Home User Profiles,* to set up your profile.

3 HCP and Home User Profiles

If you are a home user, read *Section 3.1 Home User - Profile Setup*. If you are an HCP, read *Section 3.1 Home User - Profile Setup*, *3.3 HCP: Setting up Your User Profile*.

3.1 Home User - Profile Setup

This section explains how to create and use profiles. It describes the five parts of the home user profile (called *Tabs*): *User Information, Health Profile, Data Entry Preferences, Glucose Targets,* and *Options*. Each tab is a form that you fill out using open text fields, drop-down lists, and check boxes.

This section describes how to:

- Choose settings, preferences and options to customize reports, data entry, printing, and much more.
- Set up and manage other home user profiles.
- Create and manage HCP profiles in the HCP list.

3.1.1 What is a Home User Profile?

Every home user must set up a home user profile. A profile contains personal information and a brief medical history. A profile also allows you to select options and preferences that you can use to specify glucose targets, daily time periods (meals, sleep, etc.), how reports are displayed, and items that you want to see listed when you record important health information - such as your medications, exercise, and insulin doses.

Use your profile to specify:

- Your contact information, age, health, weight, type of diabetes, year of diagnosis, other medical conditions, etc.
- Your glucose targets and daily time periods (meals, sleep, etc.) - which change how some charts, graphs and reports are displayed.
- Categories you would like to use when entering health information events, such as ketones, exercise, lab results, and exams.
- Items in health information events that you want to see listed when you record patient health information - such as medications, exercise, and insulin doses.
- Whether to automatically print your favorite report(s) when you upload glucose meter or other device readings.
- The default date-range you would like to see in your reports such as seven days, one month, or three months.

Note: Preferences and settings in your profile affect your use of the manual entry and reports features in the CoPilot system. For more information that will help you complete your profile, read *Section 4: Entering Data into the Copilot System*, and *Section 5: Viewing and Printing Reports*

1. Click the **User Profile** button (or click **UserProfile** > **User Profile**.)

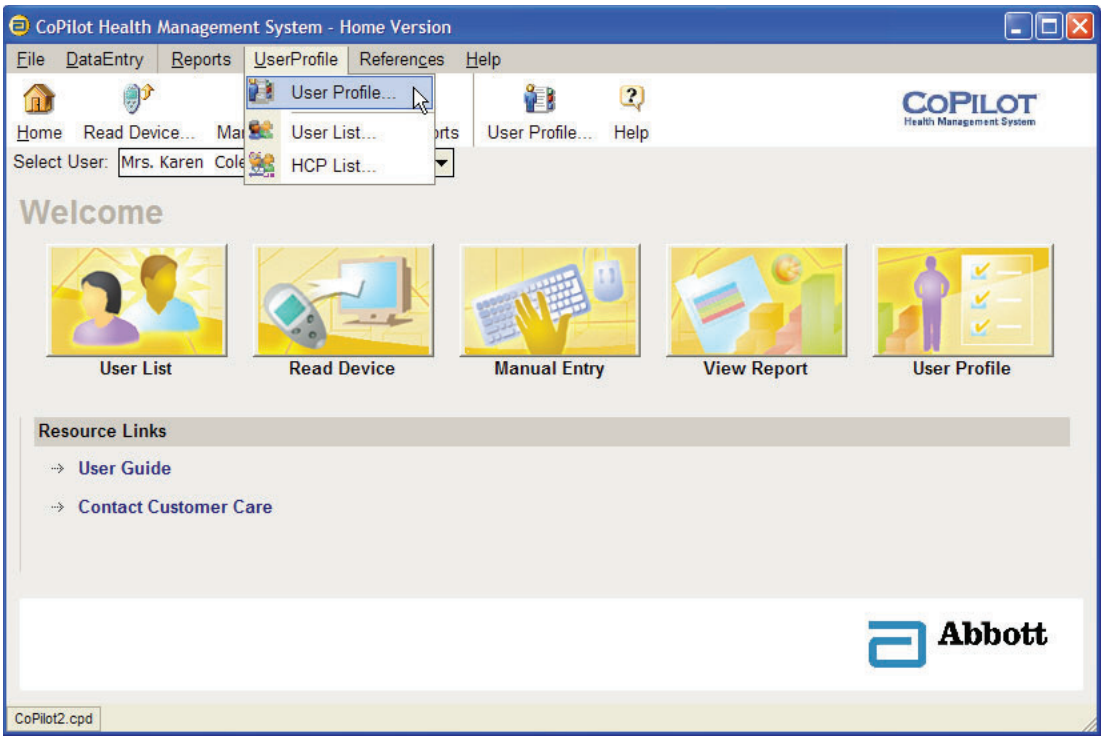


Figure 5. The CoPilot System Home Page: User Profile Menu

2. The **Profile for:** screen displays with the **User Information** tab selected.

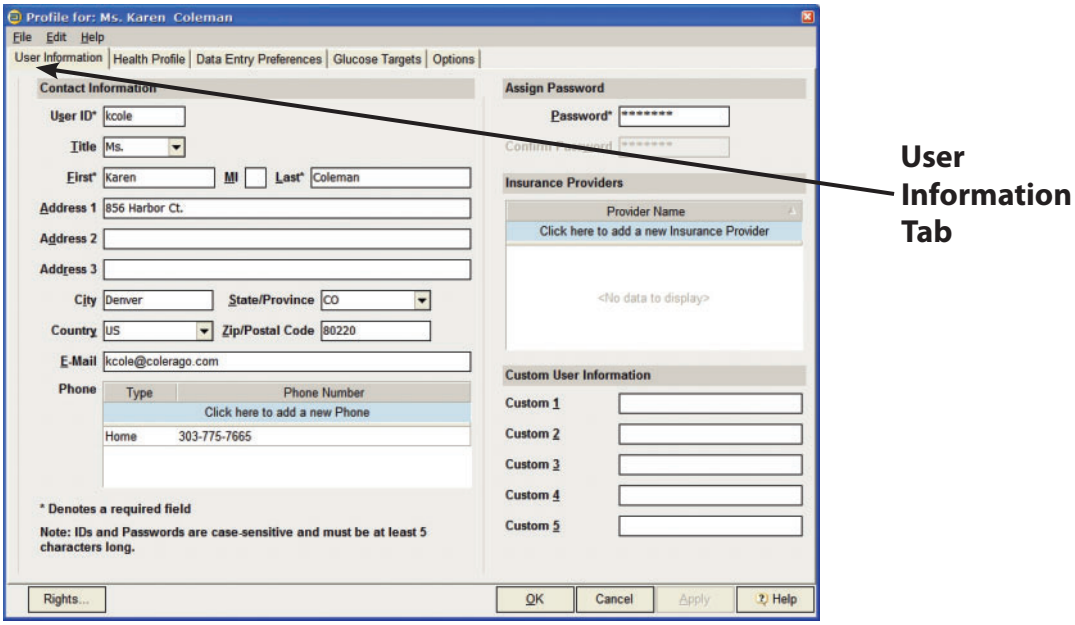


Figure 6. User Information

3. Fill in the information you would like to provide. Fields marked with an asterisk (*) must be filled in to create a profile. Add information by selecting items from drop-down boxes or by typing information.
4. Click **Apply** to save the information or **OK** to save and close the screen.

3.1.2 Health Profile Tab

1. Click the **Health Profile** tab and fill in the items listed under **General**.

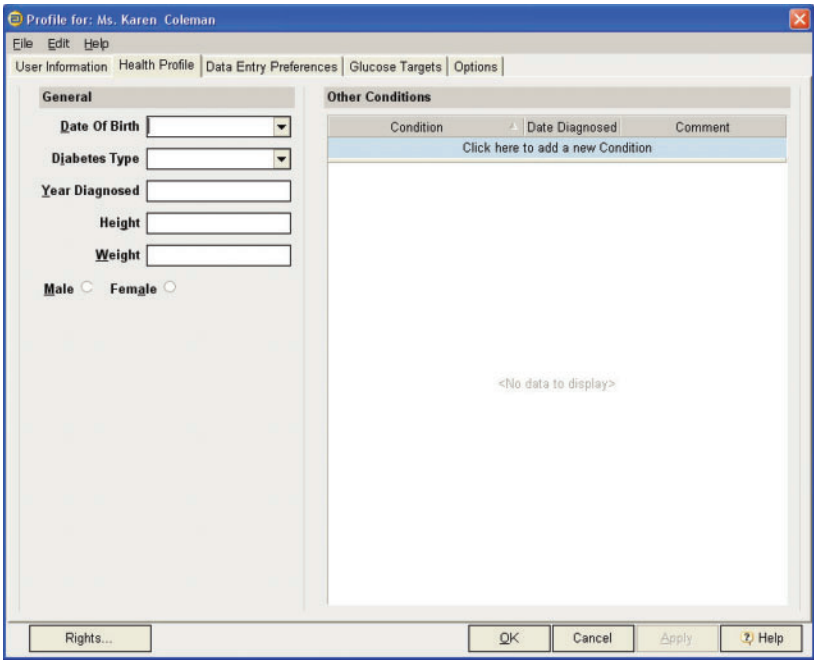


Figure 7. Health Profile Information

2. Select **Click here to add a new Condition**, and type a condition to add to the list.
3. Click **Apply** to add the new condition to the list.
4. Add another condition, if needed.
5. Click **Apply** to save.

3.1.3 Data Entry Preferences Tab

You can save time in manually entering data by setting up your **Data Entry Preferences**. For example, if you regularly take a certain type of insulin at a particular dose, you can enter it here. The same is true for your regular exercise routines and other medications you may take. The information you enter here is listed for you when you go to make manual entries.

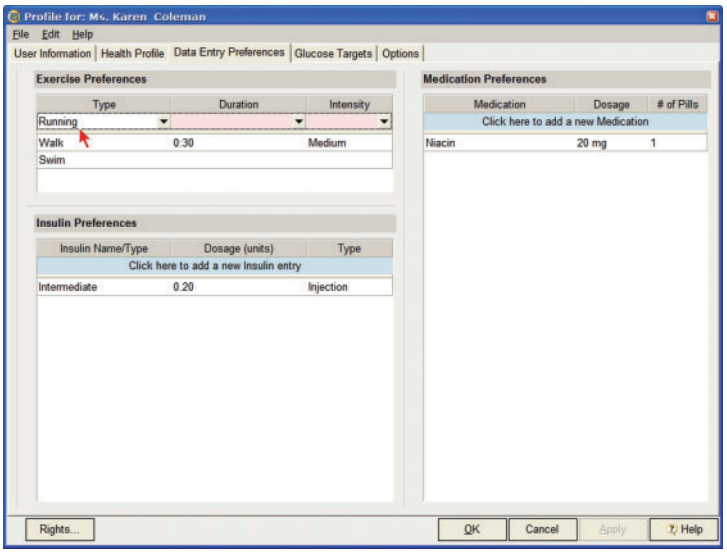


Figure 8. Data Entry Preferences

1. To enter your preferences, select the **Data Entry Preferences** tab and fill in **Exercise Preferences** (type, duration, intensity); **Insulin Preferences** (insulin name/type, dosage, type); and **Medication Preferences** (medication name, dosage, number of pills).
   - You can type in a new entry that will be added to the list, or select one of the listed entries.
2. Click **Apply** to save.

3.1.4 Glucose Targets Tab

1. Click the **Glucose Targets** tab to enter your target glucose ranges. If you don't know what to fill in, ask the HCP who helps you manage your glucose levels. The target ranges you set here are displayed in the graph, as well as in many CoPilot system reports. The ranges are displayed in unique colours for easy viewing.

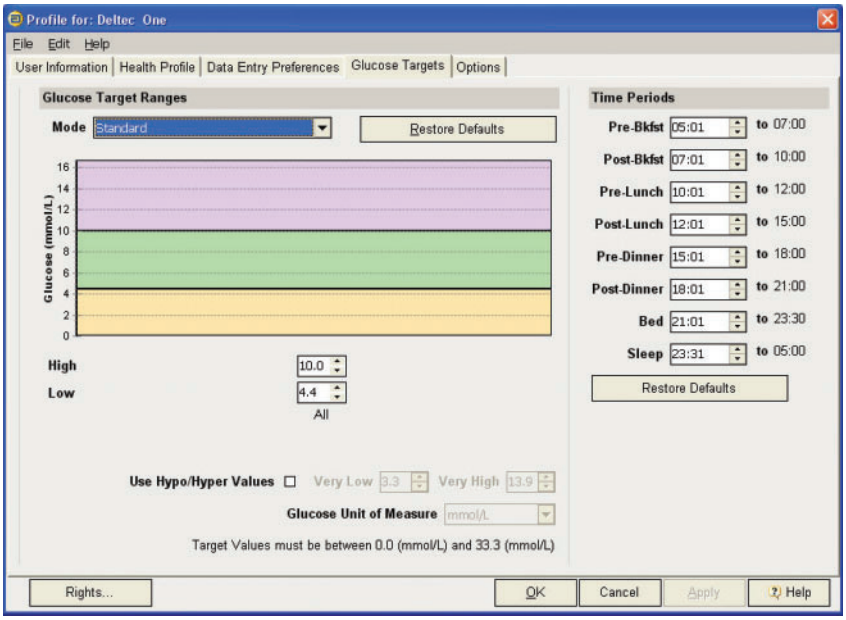


Figure 9. Glucose Target Ranges Page

2. You may view the graph in three modes. Select the desired mode from the **Mode** list:
   - **Standard:** The glucose target ranges you set apply to all glucose readings, regardless of when the glucose reading is taken. (For example, target ranges are the same for pre-meal readings as for post-meal readings, bedtime readings, etc.)
   - **Pre/Post Meal:** The glucose target ranges you set for all pre-meal readings can be different from the target ranges for all post-meal readings.
   - **All Time Periods:** The glucose target ranges you set can be different for each time period listed: Pre-Bkfst, Post-Bkfst, Pre-Lunch, Post-Lunch, Pre-Dinner, Post-Dinner, Bed, and Sleep.

Figure 10. Glucose Targets, Mode Selection

You should set glucose targets in all three modes to take best advantage of the reports the CoPilot system creates. For a table of the reports that use glucose targets and the modes they use, see *Section 5.4: Glucose Target Modes*.

Note: The glucose targets mode you select here will become the default and will display in all the reports that use glucose targets. To change the mode, return to the **Glucose Targets** screen and select another mode from the **Mode** list. This will become the default until you change it.

3. Click on the up/down arrows for **High** and **Low** to set your glucose targets. To restore **Glucose Target Ranges** to the default ranges, click **Restore Defaults**.

Note: Clicking **Restore Defaults** also restores the mode to **Standard Mode** and un-checks the **Use Hypo/Hyper Values** box.

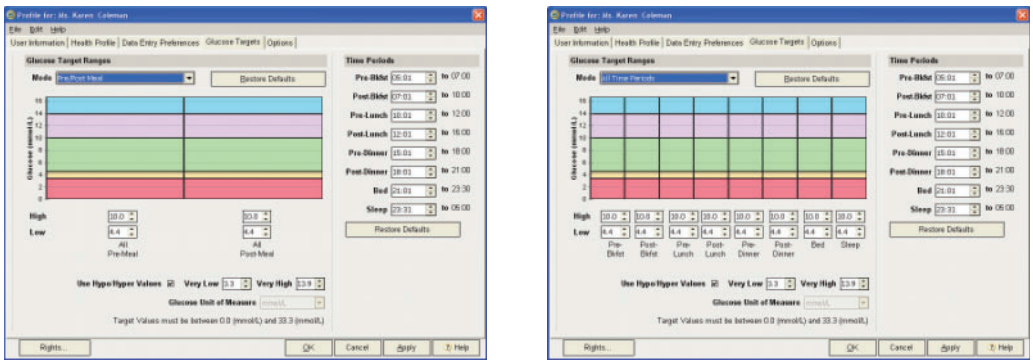


Figure 11. Pre/Post Meal Mode with Hypo/Hyper Checked (left); All Time Periods Mode (right)

4. Check the **Use Hypo/Hyper Values** box to activate the **Very Low** and **Very High** data fields.

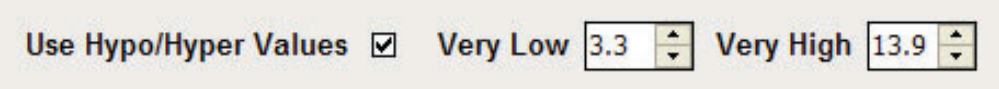


Figure 12. Hypo/Hyper Values Check Box

5. Click the up/down arrows for **Very Low** and **Very High** to change these values.
6. To customize the **Time Periods** to your normal daily schedule, click the up/down arrows next to a time period (for example, **Pre-Bkfst, Post-Bkfst, Sleep**, etc.) to change the time. To restore all **Time Periods** to the times shown here (the defaults), click **Restore Defaults**.

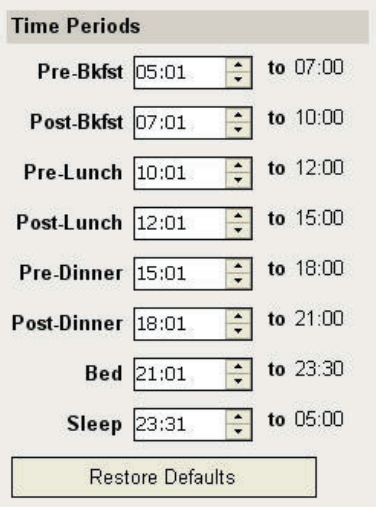


Figure 13. Time Periods

Note: The CoPilot system will not allow you to enter a normal daily schedule that exceeds 24 hours. If you try, you will receive an error message. Re-adjust the time periods to equal 24 hours.

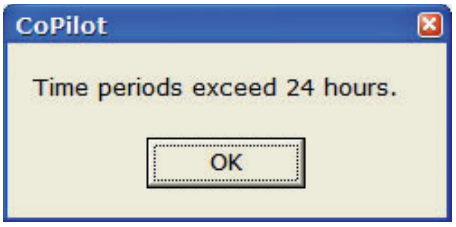


Figure 14. Time Period Error Message

7. Click **Apply** to save your settings.

3.1.5 Options Tab

1. Click the **Options** tab.

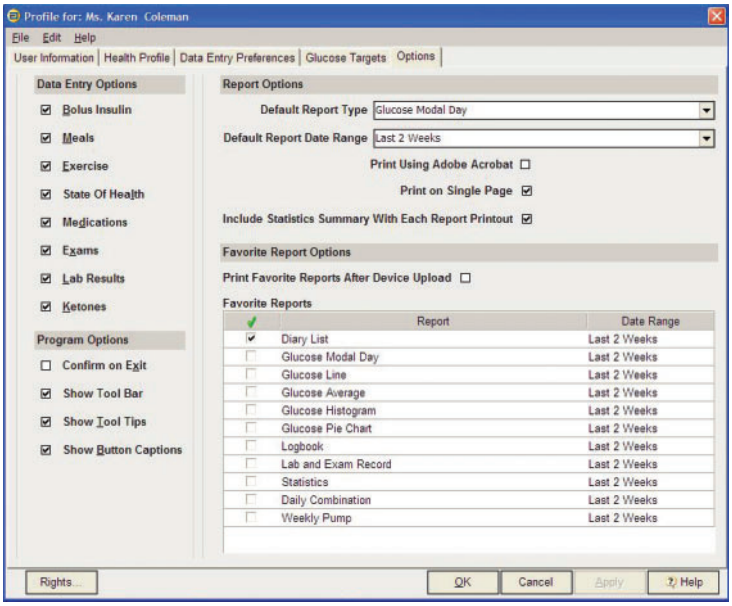


Figure 15. Profile and System Options

2. Under **Program Options**, check the boxes for the options you want.

Note: For additional information on Data Entry Options see *Section 4: Entering Data into the CoPilot System*. For additional information on Report Options and Favorite Report Options see *Section 5: Viewing and Printing Reports*. After reading these sections, be sure to select only the options that apply to your diabetes management. This will simplify your use, entry, and viewing of data/events.

3. Click **Apply** to save your selections.

3.2 Home User: Managing Your User Profile

3.2.1 Changing or Updating Your User Profile

1. Click on the **Home Page**.
2. Click the tab you want (**User Information**, **Health Profile**, etc.) and change or add information as described in *Section 3.1: Home User - Profile Setup*. Be sure to click **Apply** to save your new or changed data.

3.2.2 Adding a User Profile

Some households may have more than one home user managing glucose levels. To add another home user:

1. On the **Home Page**, select **Add User** from the **File** menu.

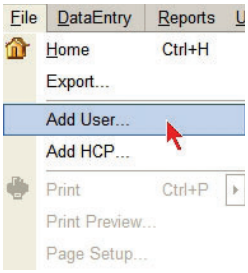


Figure 16. File Menu: Add User

2. The **Profile for:** screen displays with the **User Information** tab selected. Fill in information as described in *Section 3: HCP and Home User Profiles*.

3.2.3 Removing a User Profile

1. Click . The **User List** screen displays.

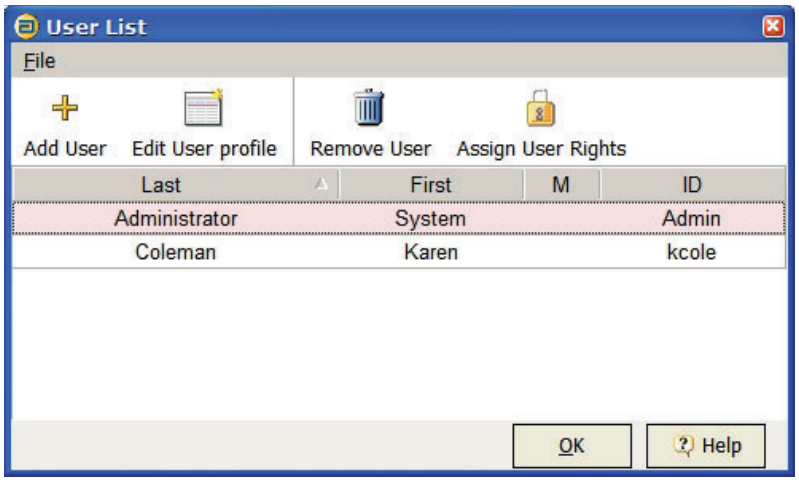


Figure 17. User List

2. Highlight the name of the user you wish to remove.
3. Click (or select **Remove User** from the **File** menu on the **User List** screen). The system will ask you to confirm. If you select **Yes**, the user is removed.

Note: You cannot delete your own user profile. If you try, the CoPilot system displays the following error message:

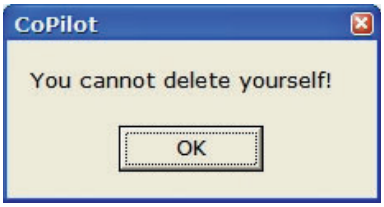


Figure 18. Error Message

3.2.4 Adding an HCP Profile

You can create as many HCP profiles as you want. This is often a good way to store names, addresses, and other information about your doctors, clinics, etc.

To add an HCP:

1. From the **File** menu on the menu bar, select **Add HCP**.

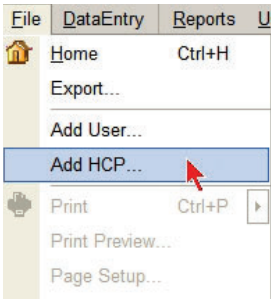


Figure 19. File Menu: Add HCP Command

2. The **Profile for:** screen displays.

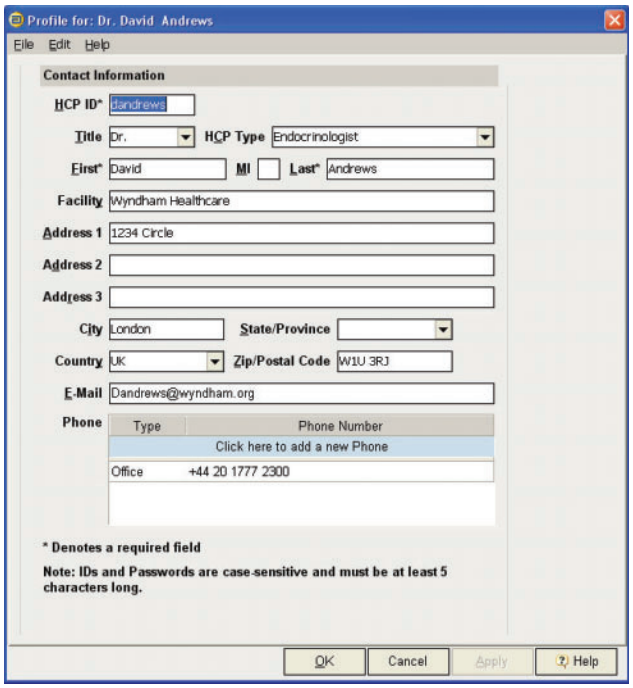


Figure 20. HCP Profile

3. Select a description of the HCP from the **HCP Type** list.

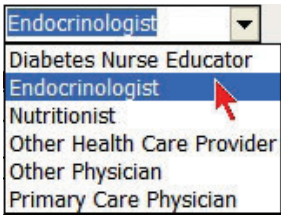


Figure 21. HCP Type List

- Select the type of HCP from the list.
- If you don't see the one you want, type in a description (for example, **Case Manager**).

4. If you know it, fill in the rest of the information for the HCP.
5. Click **OK** to save the information and exit.

3.2.5 Editing an HCP Profile

1. Click **UserProfile > HCP List**.

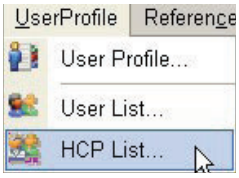


Figure 22. UserProfile Menu: HCP List Command

2. The **HCP List** screen displays. Highlight the name of the HCP User.

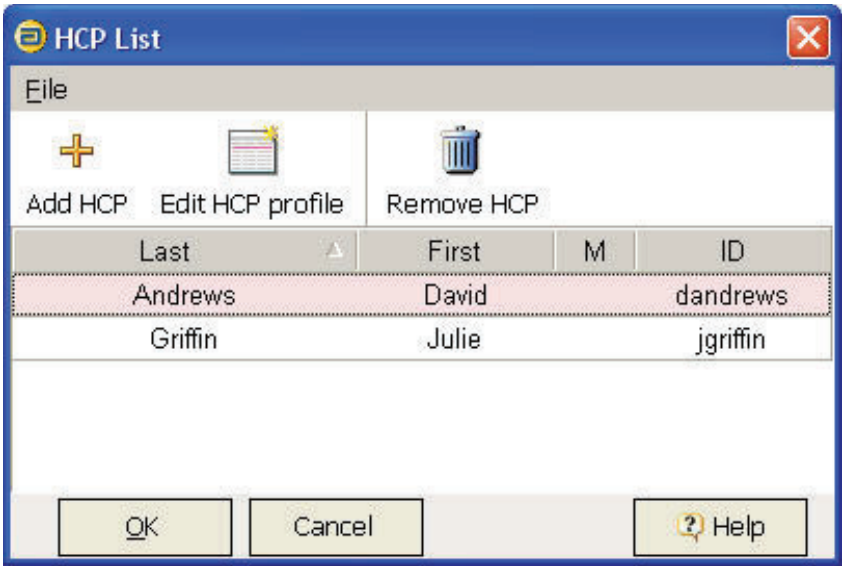


Figure 23. HCP List

3. Click (or select **Edit HCP Profile** from the **File** menu). The **Profile for:** screen for the HCP User displays.
4. Make your edits on the screen. When done, click **OK**.

3.2.6 Removing an HCP Profile

1. Click **UserProfile > HCP List**.
2. Highlight the name of the HCP User on the **HCP List** screen.
3. Click (or select **Remove HCP** from the **File** menu). The CoPilot system will ask you to confirm. If you select **Yes**, the HCP User is removed.

3.3 HCP - Setting Up Your User Profile

This section explains how to create and use HCP profiles. It describes the three parts of the HCP profile (called *Tabs*): *User Information, Glucose Targets,* and *Options*. Each tab is a form that you fill out using open text fields, drop-down lists, and check boxes. This section describes how the settings, preferences and options you choose affect how the CoPilot system works and the appearance of reports you use.

This section also explains how to set up and manage other HCP profiles, as well as patient profiles.

Note: The home user profile is displayed (labeled) in the home user version of the CoPilot system as *User Profile*. The home user profile is displayed (labeled) in the HCP version as *Patient Profile*.

3.3.1 What is an HCP Profile?

Each HCP should set up and use an individual HCP profile. The HCP profile allows you to set options and preferences, to customize how you would like to work with patient information, reports, and other application features.

You can use your profile to specify the following, and more:

- Categories you would like to use when entering patient health information events, such as blood ketones, exercise, lab tests, and exams.
- Items that you want to see listed when you record patient health information - such as medications, exercise, and insulin doses.
- Glucose targets and daily time periods (meals, sleep, etc.), which change how some charts, graphs and reports are displayed.
- Whether to automatically print your favorite report(s) when you upload glucose meter or other device readings.
- The default date-range you would like to see in reports such as last seven days, one month, or three months.

Note: Preferences and settings in the HCP profile affect your use of the Manual Entry and Reports features in the CoPilot system. For more information, read *Section 4: Entering Data into the CoPilot System*, and *Section 5: Viewing and Printing Reports*.

3.3.2 HCP Profile Setup

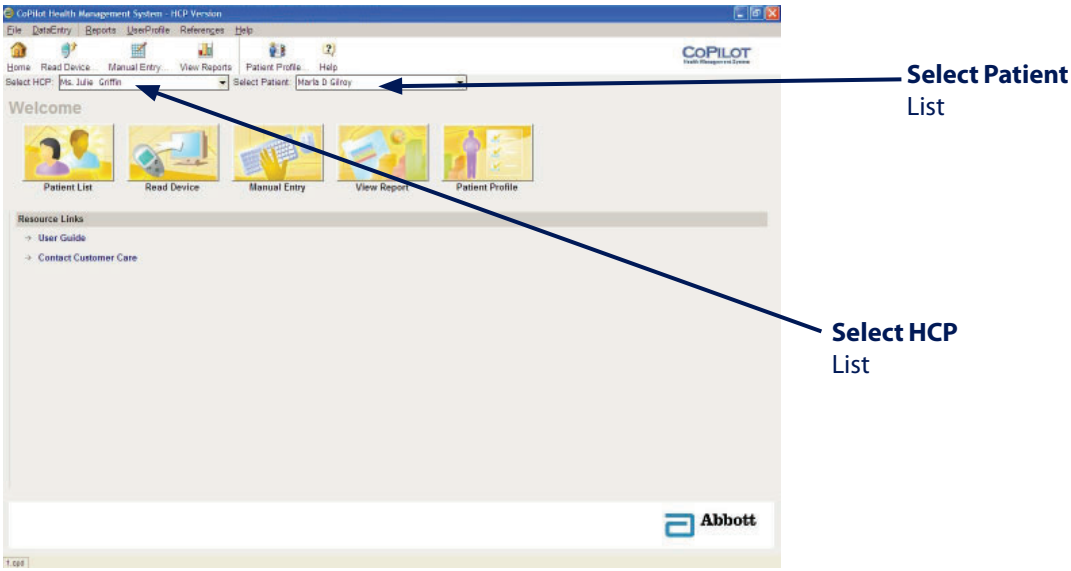


Figure 24. HCP Home Page

1. Click **UserProfile > HCP Profile**.

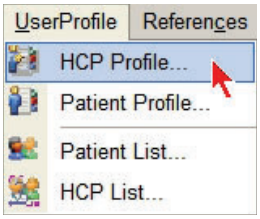


Figure 25. HCP: UserProfile Menu

2. The **HCP Profile for:** screen displays with the **User Information** tab selected.
3. Fill in the information you would like to provide.
   - Add information by selecting items from drop-down boxes or typing information.
   - Fields marked with an asterisk (*) must be filled in to create a profile.

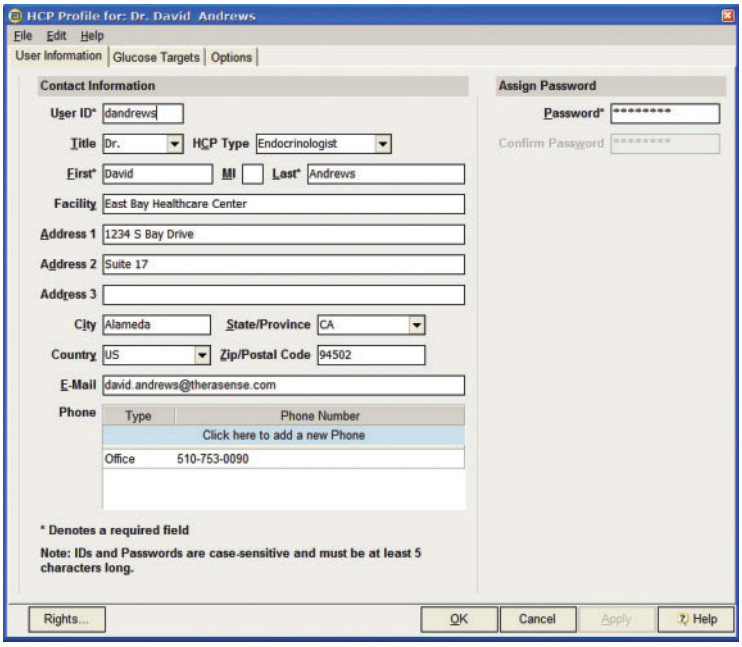

HCP Profile for: Dr. David Andrews
File Edit Help
User Information | Glucose Targets | Options
Contact Information
User ID* dandrews
Title Dr. HCP Type Endocrinologist
First* David MI Last* Andrews
Facility East Bay Healthcare Center
Address 1 1234 S Bay Drive
Address 2 Suite 17
Address 3
City Alameda State/Province CA
Country US Zip/Postal Code 94502
E-Mail david.andrews@therasense.com
Phone
Type Phone Number
Click here to add a new Phone
Office 510-753-0090
* Denotes a required field
Note: IDs and Passwords are case-sensitive and must be at least 5 characters long.
Assign Password
Password*
Confirm Password
Rights... OK Cancel Apply Help

Figure 26. HCP User Information Page

4. If you don't see your HCP type in the **HCP Type** list, you can type a description.
5. Click **Apply** to save the information you filled in, or click **OK** to save the information.

3.3.3 Automatic Report Printing

When you fill in information for a new profile and click **Apply**, the CoPilot system asks if you would like to enable automatic printing of reports after device upload.

- Click **Yes** or **No**.

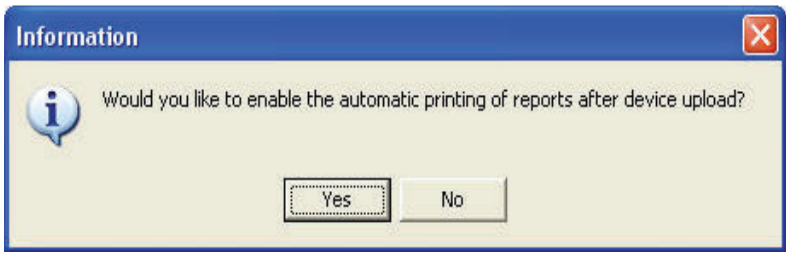


Figure 27. Automatic Printing Option

Note: You can enable this option at any time, in the Options tab of your profile.

3.3.4 Glucose Targets Tab

1. Use the **Glucose Targets** tab to customize glucose target ranges. The glucose targets you set here change the display of tables, charts and graphs. See *Section 5.4: Glucose Target Modes*, for a list of reports that use glucose targets, the modes they use, and ones that you can change.

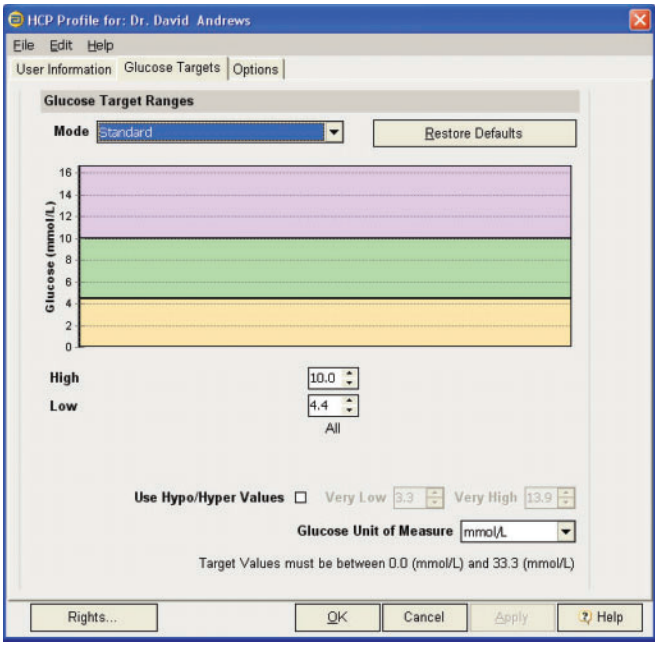


Figure 28. Glucose Targets Page: Standard Mode

2. You may view the graph in three modes. Select the desired mode from the **Mode** list.

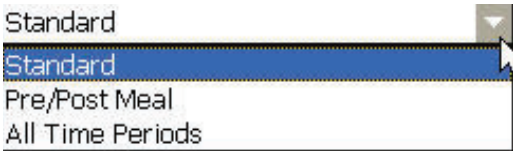


Figure 29. Glucose Targets Mode List

You should set glucose targets in all three modes to take best advantage of the reports the CoPilot system creates.

- **Standard:** The glucose target ranges you set apply to all glucose readings, regardless of when the glucose reading is taken. (For example, target ranges are the same for pre-meal readings as for post-meal readings, bedtime readings, etc.)
- **Pre/Post Meal:** The glucose target ranges you set for all pre-meal readings can be different from the target ranges for all post-meal readings.
- **All Time Periods:** The glucose target ranges you set can be different for each time period listed: Pre-Bkfst, Post-Bkfst, Pre-Lunch, Post-Lunch, Pre-Dinner, Post-Dinner, Bed, and Sleep.

3. Click the up/down arrows for **High** and **Low** to set glucose targets. Click **Restore Defaults** to restore Glucose Target Ranges to default settings.

Note: The glucose targets mode you select here will become the default and will display in all the reports that use glucose targets. To change the mode, return to the **Glucose Targets** screen and select another mode from the **Mode** list. This will become the default until you change it.

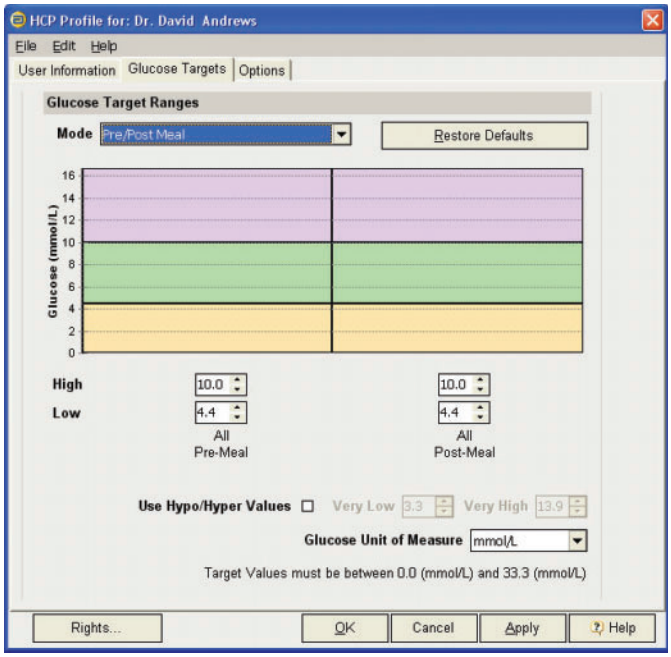


Figure 30. Pre/Post Meal Mode

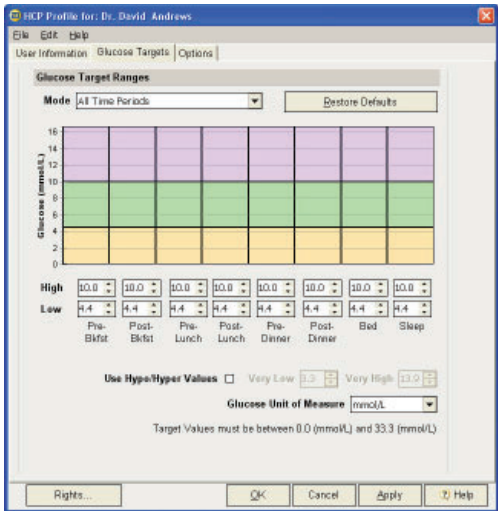


Figure 31. All Time Periods Mode

4. To display Hypo (low) and Hyper (high) glucose values, check **Use Hypo/Hyper Values**. Optionally, adjust **Very Low** and **Very High** values.

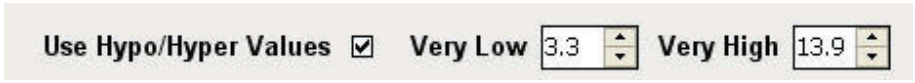


Figure 32. Hypo/Hyper Values

5. Click **Restore Defaults** to restore default glucose target range values, including **Hypo/Hyper** values. (The Glucose Unit of Measure is not changed; there is no "default" setting for this option.)
6. Set **Glucose Unit of Measure** - either **mg/dL** or **mmol/L**.

Note: HCPs can change the unit of measure at any time. Home users cannot change the unit of measure. Home users can select this option only when the CoPilot system is first installed.

7. Click **Apply** to save your settings.

3.3.5 Options Tab

1. Select the **Options** tab.

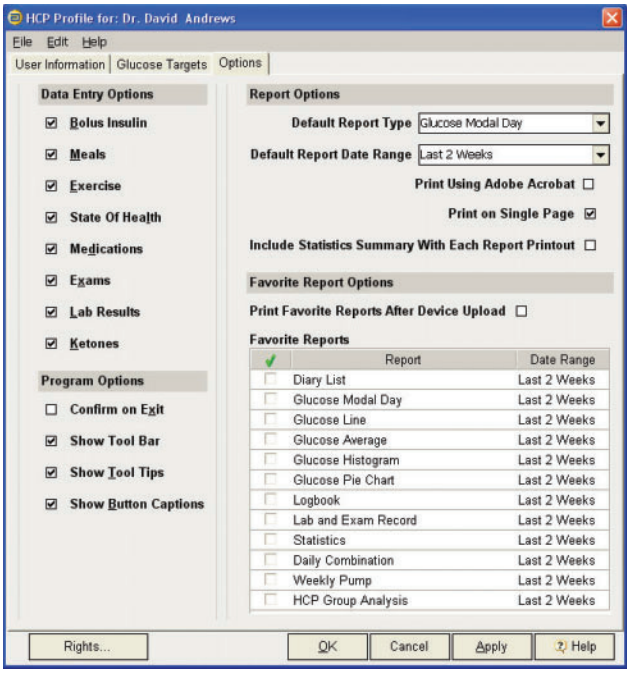


Figure 33. HCP Profile Options Page

2. Under **Program Options**, check the boxes for the options you want.

Note: For additional information on Data Entry Options see *Section 4: Entering Data into the CoPilot System*. For additional information on Report Options and Favourite Report Options see *Section 5: Viewing and Printing Reports*. Setting these options can save time when patients arrive for clinic visits. For example, your preferred reports can be set to print whenever a device is uploaded to the CoPilot system.

3. Click **OK** to save your selections and return to the **Home** page.

3.4 HCP - Managing the HCP Profile

3.4.1 Changing or Adding to Your HCP Profile

1. From the **Home** page, select **HCP Profile** from the **UserProfile** menu.

Figure 34. HCP: UserProfile List

2. On the **HCP Profile for:** screen, select the tab you want (**User Information**, **Glucose Targets**, **Options**) and change or add information as described in *Section 3.3: HCP - Setting Up Your User Profile*. Be sure to click **Apply** to save your new or changed data.

3.4.2 Adding a Patient Profile

1. Click . The **Patient List** screen displays.

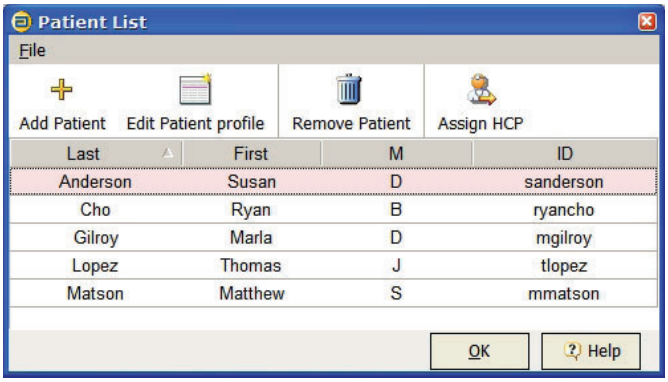


Figure 35. Patient List

2. Click . The **Patient Profile for:** screen displays. The form is similar to the form you filled in to set up your HCP profile.

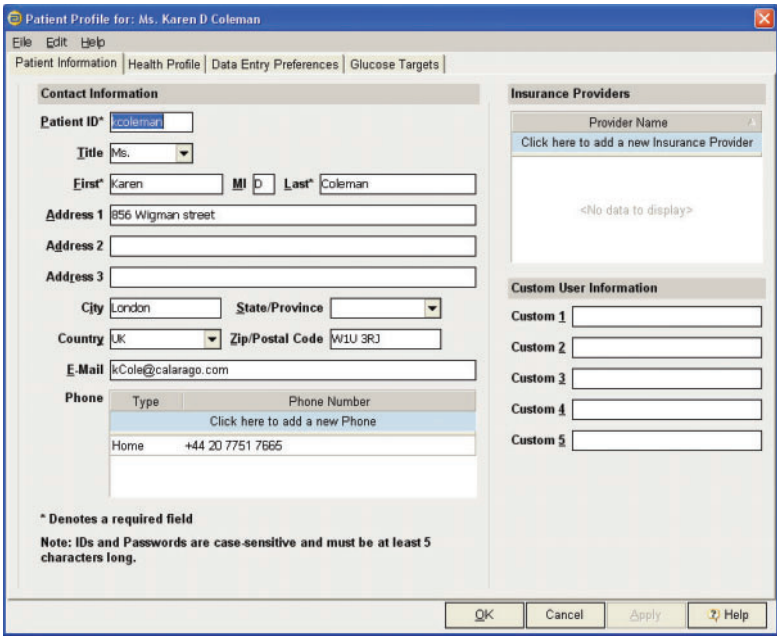


Figure 36. Patient Profile Page

3. Fill in the information you can provide on the **Patient Information** tab.
   - Add information by selecting items from drop-down boxes or typing information.
   - Fields marked with an asterisk (*) must be filled in to create a profile.
4. Click **Apply** to save the information you filled in.

Health Profile Tab

Click the **Health Profile** tab. Fill out the **Health Profile** screen as described in *Section 3.1.2: Health Profile Tab*.

Data Entry Preferences Tab

You can save time in manually entering data by setting up your patient's **Data Entry Preferences** (if you know them). For example, if a patient regularly takes a certain type of insulin at a particular dose, you can enter it here. The same is true for their regular exercise routines and other medications they may take. The information you enter here is listed for you when you go to make manual entries.

1. Click the **Data Entry Preferences** tab. Fill out the preferences for the patient as described in *Section 3.1.3: Data Entry Preferences Tab*.

Glucose Targets Tab

Click the **Glucose Targets** tab. Fill out the glucose targets for the patient as described in *Section 3.1.4: Glucose Targets Tab*. The glucose targets that you define in your own (HCP) profile are used as parameters in the reports, charts and graphs that you view. The glucose targets that you define in a patient profile are reflected in reports, charts and graphs that your patient sees when they use the CoPilot system.

3.4.3 Editing a Patient Profile

1. Click . The **Patient List** screen displays. Highlight the name of the patient.

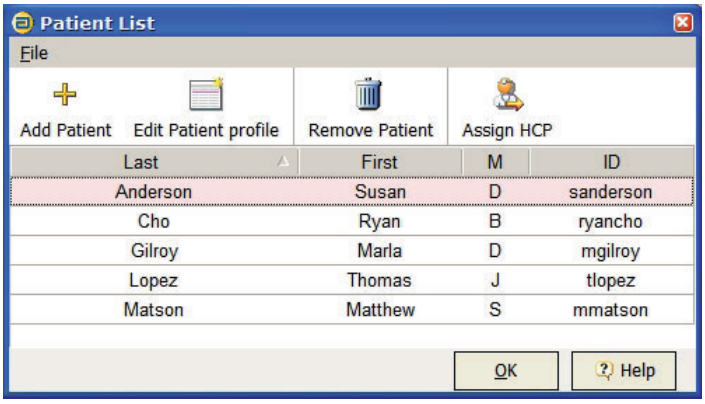


Figure 37. Patient List

2. Click (or select **Edit Patient Profile** from the **File** menu on the **Patient List** screen).
3. The **Patient Profile for:** screen for that patient displays. Make your edits on the screen.
4. Click **OK**.

3.4.4 Removing a Patient Profile

1. Click . The **Patient List** screen displays.
2. Highlight the name of the patient you wish to remove.
3. Click (or select **Remove Patient** from the **File** menu on the **Patient List** screen). The system will ask you to confirm. If you select **Yes**, the patient is removed.

3.5 Managing HCP Profiles

3.5.1 Adding an HCP Profile

1. Click **File > Add HCP**.

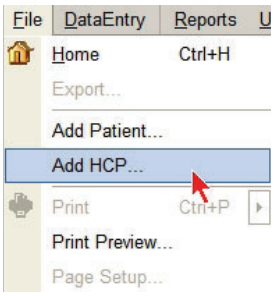


Figure 38. File Menu, Add HCP Command

2. The **Units of Measure** screen displays. Select **mg/dL** or **mmol/L**. Click **OK**.
3. The **HCP Profile for:** screen displays.
4. Fill in the fields as described in *Section 3.3: HCP—Setting Up Your User Profile*.
5. Click **OK**.

3.5.2 Assigning an HCP

1. Click . The **Patient List** screen displays.
2. Click .
3. On the next screen, click **Assign Patients to:** and select the HCP from the list.

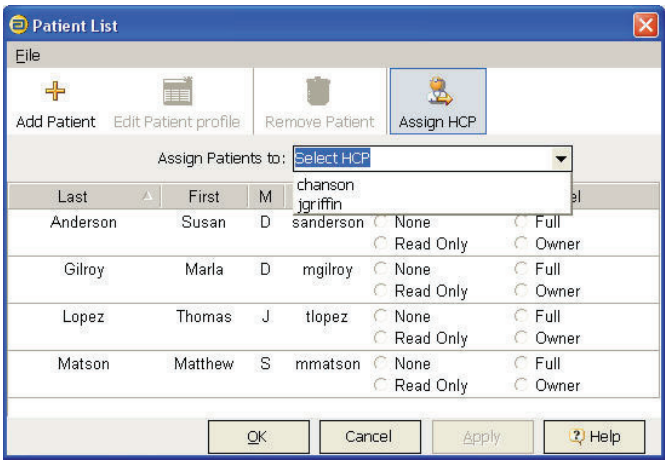


Figure 39. Assign Patients Drop-down List

4. Highlight the name of the patient you want to assign to this HCP and select the **Access Level** (**None**, **Read Only**, **Full**, **Owner**) for the HCP.

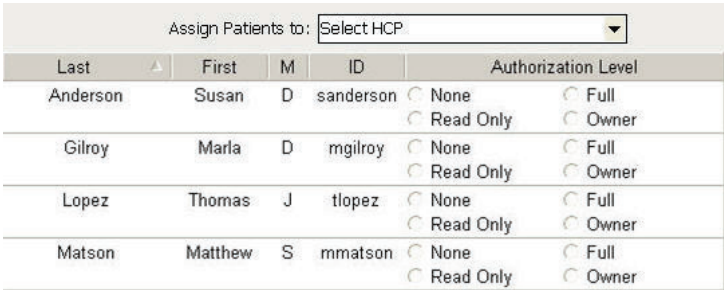


Figure 40. Access Levels

5. Click **OK**.

Note: For more information about **Access Levels**, see *Section 8: Security*.

3.5.3 Editing an HCP Profile

1. Click **UserProfile > HCP List**. The **HCP List** screen displays.

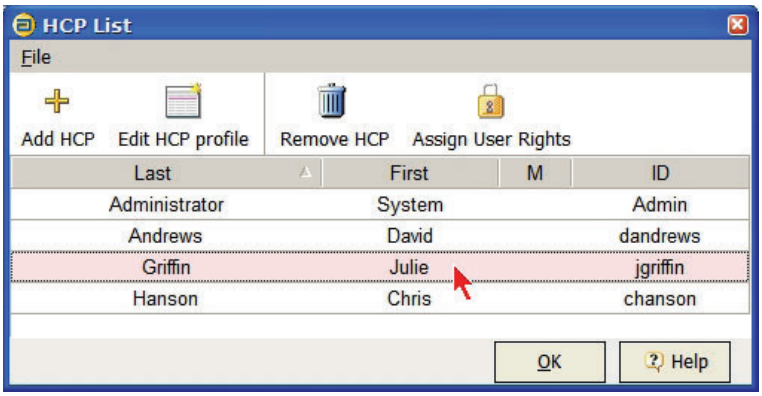


Figure 41. HCP List

2. Highlight the name of the HCP User.
3. Click (or select **Edit HCP Profile** from the **File** menu on the **HCP List** screen).
4. Make your edits on the **HCP Profile for:** screen. Click **Apply**, then **OK**.

3.5.4 Removing an HCP Profile

1. Click **UserProfile > HCP List**. The **HCP List** screen displays.
2. Highlight the name of the HCP User you wish to remove.
3. Click (or select **Remove HCP** from the **File** menu on the **HCP List** screen).

4. The CoPilot system will ask you to confirm. Click **Yes** to remove the HCP.
5. If local patients are assigned to this HCP, the CoPilot system prompts you to reassign the patients to another HCP on the local computer:

Figure 42. Reassign Local Patients Message

6. Click **OK**. Select the HCP you are attempting to remove from the HCP Select List on the Home Page and reassign the HCP's patients to another HCP as described in *Section 3.5.2: Assigning an HCP*.
7. After reassigning the patients, follow Steps 1 through 4 (above) to remove the HCP.

4 Entering Data Into the CoPilot System

There are three ways to enter events (data) into the CoPilot system. Each of these methods is explained in the corresponding section, below.

- Uploading Data from a Device
- Manual Data Entry
- Importing Data from Database Files

This section also explains how to export data.

CAUTION: The CoPilot system assumes a single glucose calibration type, either plasma or whole blood.

4.1 Uploading Data from a Device

Use the CoPilot system to upload data from all supported Abbott Diabetes Care blood glucose monitoring systems. For a list of supported devices, see *Appendix C: Supported Devices and Databases.*

Data from the Deltec Cozmo Insulin Pump and the FreeStyle Navigator System can be directly uploaded to the CoPilot system by installing the appropriate software for these devices where available. For more information, view the User's Guide provided with each device.

You can also import data from CoZmanager, the software program for storing CozMore System data where available. For more information, see *Section 4.4: Importing Data from Database Files*.

IMPORTANT: To avoid losing data, upload data from your device often. Most devices hold only a limited number of historical records.

4.1.1 Connecting a Device to Your Computer

Before uploading, you must connect the device to an available COM port or USB port on your computer using an approved data cable for that device.

- One end of the data cable attaches to the device; the other end attaches to the computer.
- The connectors on the data cable will fit only into the appropriate ports on the PC and monitoring device.

⚠ WARNING:

- To avoid the possibility of electrical shock, never perform a blood glucose test while the meter is connected to the computer.

CAUTION: Ensure that the time and date are set correctly on your personal computer and other devices.

IMPORTANT: Always refer to the user's guide that came with your device or pump for complete instructions on its use.

4.1.2 Uploading from a Device

IMPORTANT: Any data you previously uploaded from a device will not be overwritten when you upload again from that same device. Only the new data will be added to your file.

Connect the device to the computer.

1. On the **Home** page, select the user whose data is being uploaded from the device.
2. Click **DataEntry** on the menu bar; and select **Read Abbott BG Meter**. (Or, click the Read Device button on the home page.)

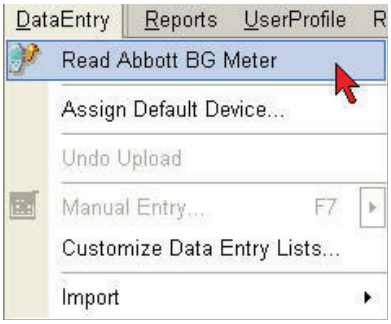


Figure 43. DataEntry Menu: Read Abbott BG Meter

CAUTION: When uploading glucose data from a device, the CoPilot system does not differentiate between devices that are whole-blood or plasma calibrated. The CoPilot system merely uploads the data with no calculations made. Because there are slight differences between the two calibrations, you should not mix data from devices that use different calibration references. It is possible to enter duplicate data entries into the CoPilot Health Management System.

The CoPilot system does not check the accuracy of the data the user provides. For example, a user of the Deltec Cozmo insulin pump might record the carbohydrates for a meal (for example, 25 g) and enter it into the Deltec Cozmo software. When the user uploads the data from the pump, a meal entry (25 g) will be created in your CoPilot system. If the user also manually enters a meal entry (25 g) for that same meal in the CoPilot Software, two meal entries would result (at slightly different times), thereby accidentally recording a total of 50 g for the meal. The user must take reasonable precautions to prevent duplication errors. For example, choose one location for recording certain data types (i.e., on a single device or in a particular software program).

Note: When a device has been detected but cannot be identified as belonging to a specific user, the CoPilot system will prompt you to assign the device to an existing user or to add a new user:

Figure 44. Assign Device Dialog Box

CAUTION: Do not upload data from any device that has recorded data for more than one person. The CoPilot system cannot identify if data on a device has ever been recorded for more than one person. All data stored on a device is uploaded to the database for the person associated with the device in the CoPilot system.

3. The data from the device is uploaded to your PC. A fully filled progress bar indicates when the upload is complete. A summary of the upload displays in a pop-up window. Press **OK** to continue.

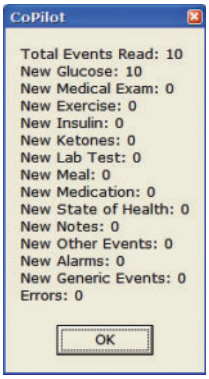


Figure 45. Upload Summary

Note: If you receive an error message, check the device connection. Also, click **DataEntry > Assign Default Device** to verify the device setting. After the first upload from a device, the CoPilot system will identify that device and associate it with the assigned user.

Note: More than one device may be associated with a single user.

4.1.3 Undoing a Device Upload

You can easily delete (undo) the data from the most recent device upload as long as you have not manually entered any other data, selected another user, or closed the application.

1. Click **DataEntry** on the menu bar; and select **Undo Upload**.

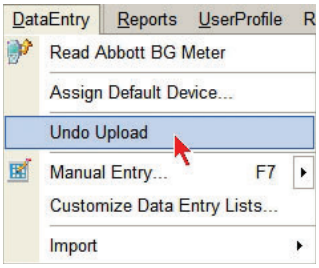


Figure 46. DataEntry Menu: Undo Upload

2. The CoPilot system will undo your last upload.

Note: If **Undo Upload** is grey, you cannot undo the last upload.

4.2 Manual Data Entry

The CoPilot system allows you to add, edit, hide, and unhide manually entered information. When manually recorded events are hidden, they are omitted from views and reports but are not removed from your database.

⚠ WARNING:

- Be sure to enter and check all values carefully. The CoPilot system cannot check that the entries you make are correct for your personal needs. Serious effects on your health could result from relying on or using improper or incomplete entries. Discuss the data entry options available with your HCP so you are both clear on the amount and types of information for therapy analysis.

CAUTION: It is possible to enter duplicate data entries into the CoPilot Health Management System. The CoPilot system does not check the accuracy of the data the user provides. For example, a user of the Deltec Cozmo insulin pump might record the carbohydrates for a meal (for example, 25 g) and enter it into the Deltec Cozmo software. When the user uploads the data from the pump, a meal entry (25 g) will be created in your CoPilot system. If the user also manually enters a meal entry (25 g) for that same meal in the CoPilot system Software, two meal entries would result (at slightly different times), thereby accidentally recording a total of 50 g for the meal. The user must take reasonable precautions to prevent duplication errors. For example, choose one location for recording certain data types (i.e., on a single device or in a particular software program).

Manually recordable events include the categories listed below. Their icons are pictured with them. These icons are displayed in the **Diary List** to represent the type of event on the list; see *Section 5.6.1: Diary List*.

Icon	Event
	Glucose reading
	Glucose Control reading
	Bolus Insulin
	Meal
	Exercise
	State of health

Medication

Medical exam

Lab Test Result

Ketones (blood)

Ketone Control readings

Notes (miscellaneous events, etc.)

4.2.1 Entering a Glucose Reading

1. Click the large **Manual Entry** button . The **Data Entry** screen for entering a **Glucose Reading** displays.

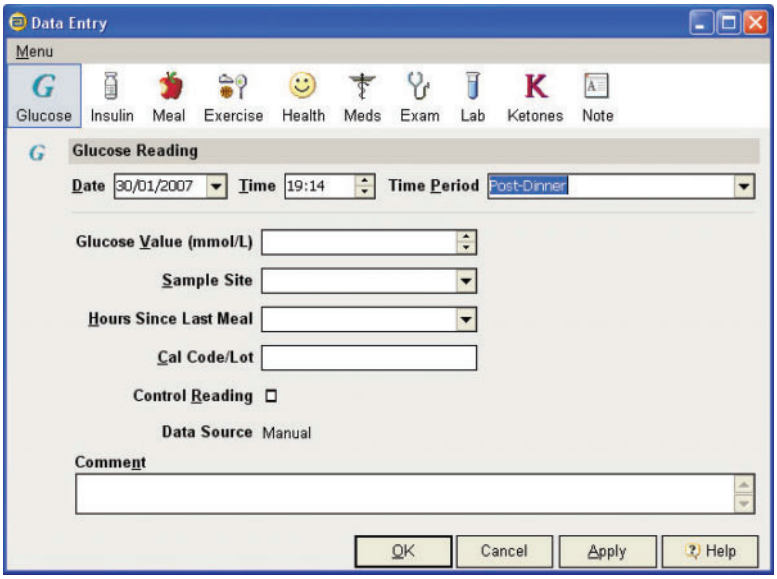


Figure 47. Glucose Reading Data Entry

2. If the date, time, and time period of the glucose reading is different from the current display, adjust the **Date**, **Time**, and **Time Period**.
3. Record the value of your glucose reading in the **Glucose Value** field. Optionally:
   - In the **Sample Site** field, select the site from which the reading was taken (finger, forearm, etc.).
   - In the **Hours Since Last Meal** field, select the time of your last meal.
   - If you wish, enter the calibration code or lot number from your glucose monitor in the **Calibration Code** field.
   - If this is a Control Solution reading from your glucose monitor, check the **Control Reading** box.
   - Enter any comments you may have about the reading in the **Comment** field.
4. Because you are entering data at the keyboard, the **Data Source** is set to **Manual.**
5. Click **Apply** to save your data.

4.2.2 Recording an Insulin Dose

CAUTION: Contact your healthcare professional for guidance on determining and using your insulin dosages, insulin-to-carbohydrate ratios, and insulin sensitivities.

1. Click the **Insulin** icon on the **Data Entry** screen. The **Bolus Insulin** data entry screen displays.

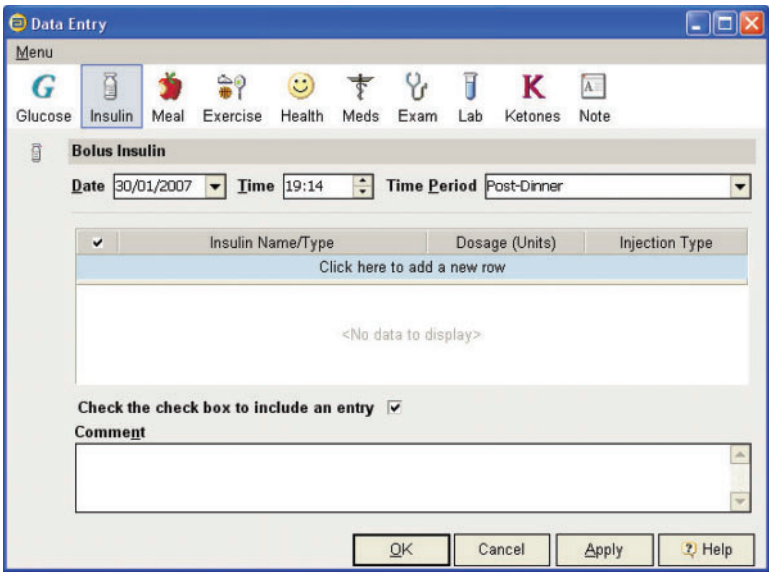


Figure 48. Insulin Data Entry

2. Adjust the **Date**, **Time**, and **Time Period** fields for the insulin dose you are recording.
3. Click directly under the **Insulin Name/Type** column, and select or type in the name of your insulin.

Note: To add items to the **Insulin** list, refer to *Section 3.1.3: Data Entry Preferences Tab*. Also, to add or hide items, see *Section 4.3: Customizing Data Lists.*

4. Enter the correct dosage in the **Dosage (Units)** column.
5. In the **Injection Type** list, select the correct injection type: bolus, injection, meal, correction, combination, dual wave, or square wave.

Note: Verify that the box is checked ☑ next to the entry. Otherwise, the data will not be recorded and will not appear on your **Diary List**.

6. Optionally, add a comment in the **Comment** box.
7. Click **Apply** to save, or **OK** to save and close the data entry screen.
8. The entry is added to the **Diary List**.

4.2.3 Recording a Meal

CAUTION: Contact your healthcare professional for guidance on determining and using your prescribed carbohydrate intake.

Note: See *Section 4.3: Customizing Data Lists* to make changes to the **Meals** list.

1. Click the **Meal** icon on the **Data Entry** screen. The **Meal** data entry screen displays.

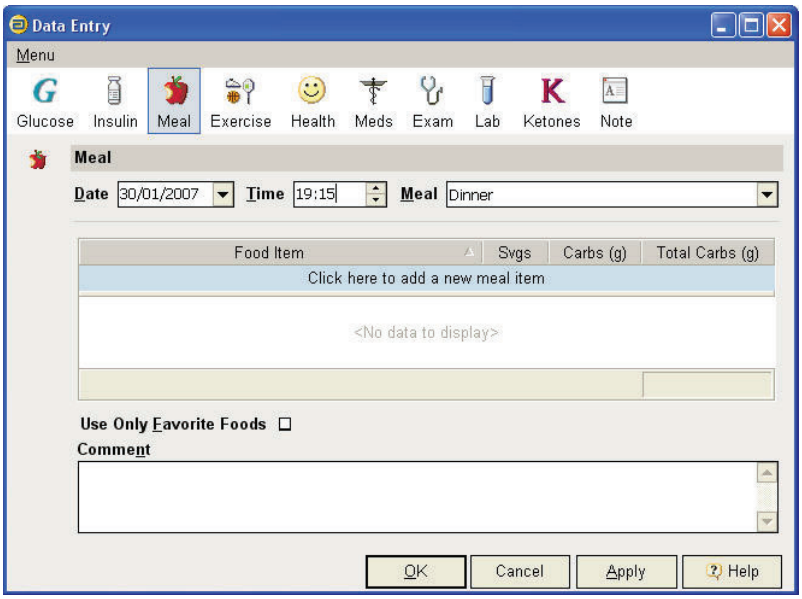


Figure 49. Meal Data Entry

2. Adjust the **Date**, **Time**, and **Meal** fields for the meal you are entering.
3. Enter an item in the **Food Item** list. If your meal includes more than one item (drink, main course, fruit, etc.), list each item in the **Food Item** list.

Note: You will need to know the serving size and the carbohydrates per serving.

- **Svgs**: Select the number of servings.
- **Carbs (g)**: Enter the grams of carbohydrates per serving.
- **Total Carbs (g)**: Total grams of carbohydrates.

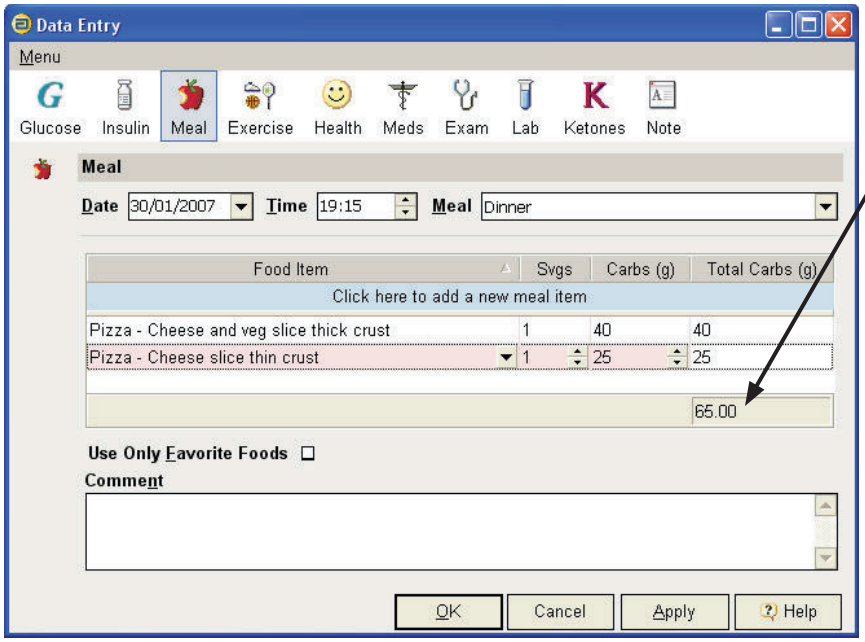


Figure 50. Multi-Item Meal with Total Carbohydrates Shown

4. Check the **Use Only Favorite Foods** ☑ to display your list of favorite foods.

Note: To customize items in the **Food Item** list, see *Section 4.3: Customizing Data Lists* .

5. Enter any comments in the **Comment** box (optional).
6. Click **Apply** to save the new information. The entry will appear in your **Diary List.**

4.2.4 Recording Exercise Activity

1. Click the **Exercise** icon on the **Data Entry** screen. The **Exercise** data entry screen displays.

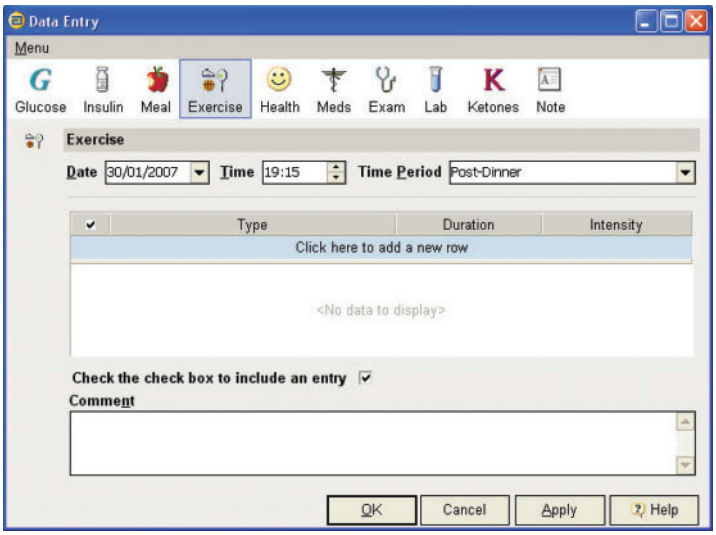


Figure 51. Exercise Data Entry

2. Adjust the **Date**, **Time**, and **Time Period** fields for the exercise activity you are entering.
3. Enter an or select an activity in the **Type** list.

Note: To customize (add or hide) items in the **Exercise** list, refer to instructions for the *Section 3.1.3: Data Entry Preferences Tab*. Also, see *Section 4.3: Customizing Data Lists*.

4. Select the **Duration**, and **Intensity** of the activity.
   - **Duration**: Length of activity (in minutes and hours: 0:30, 1:15, etc.). You can select from the list or type in the duration of the activity.
   - **Intensity**: Intensity of the activity (**none**, **low**, **medium**, or **high**).

Note: Confirm that the box ☑ next to the entry is checked. Otherwise, the data will not be recorded and will not appear on your **Diary List**.

5. Enter any comments in the **Comment** box (optional).
6. Click **Apply** to save the new information. The entry will appear in your **Diary List**.

4.2.5 Recording State of Health

1. From the **Data Entry** screen, click the **Health** icon . The **State of Health** data entry screen displays.

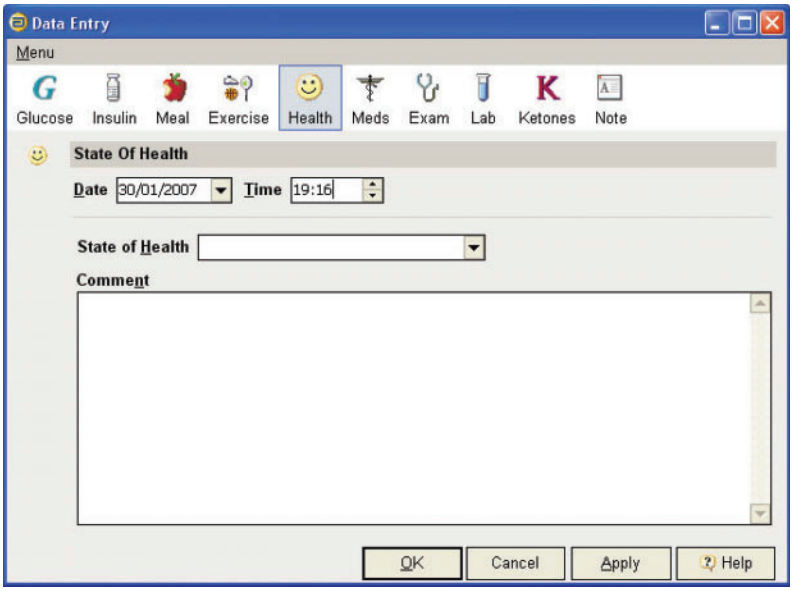


Figure 52. State of Health Data Entry

2. Adjust the **Date** and **Time** fields for the health condition you are recording.
3. Type in or select the **State of Health** event.
4. Use the **Comment** box to further describe your condition (optional).
5. Click **Apply** to save. The entry will appear in your **Diary List**.

4.2.6 Recording a Medication Event

1. Click the **Medication** icon on the **Data Entry** screen. The **Medication** data entry screen displays.

IMPORTANT: Medication Event refers to all medications you take except insulin.

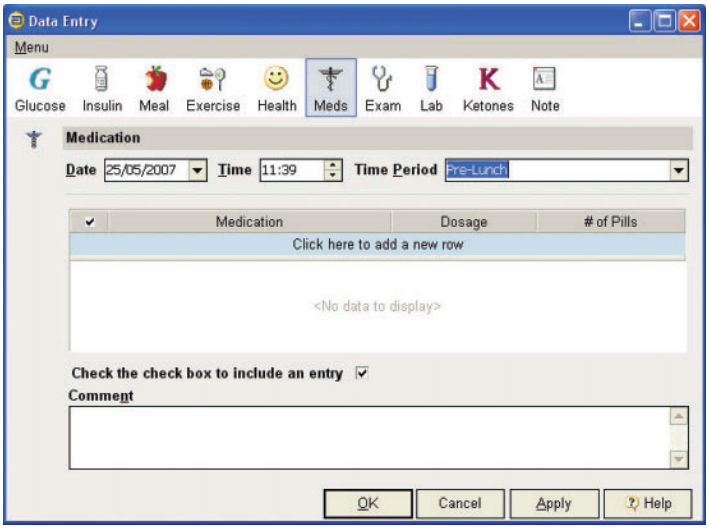


Figure 53. Medication Data Entry

2. Adjust the **Date**, **Time**, and **Time Period** fields for the medication event you are recording.
3. Type in or select the name of your medication in the **Medication** list.

Note: To customize (add or hide) items in the **Medication** list, refer to instructions for *Section 3.1.3: Data Entry Preferences Tab*. Also, see *Section 4.3: Customizing Data Lists* .

4. Type in the dosage (for example, **2 mg**) in the **Dosage** column. If you don't know the dosage, check the medication bottle or ask your HCP.
5. Select the number of pills you take from the **# of Pills** list.

Note: Confirm that ☑ the box next to the entry is checked. Otherwise, the data will not be recorded and will not appear on your **Diary List**.

6. Enter any comments in the **Comment** box (optional).
7. Click **Apply** to save the new information. The entry will appear in your **Diary List**.

4.2.7 Recording a Medical Exam/Doctor Visit

1. Click the **Exam** icon on the **Data Entry** screen. The **Medical Exam** data entry screen displays.

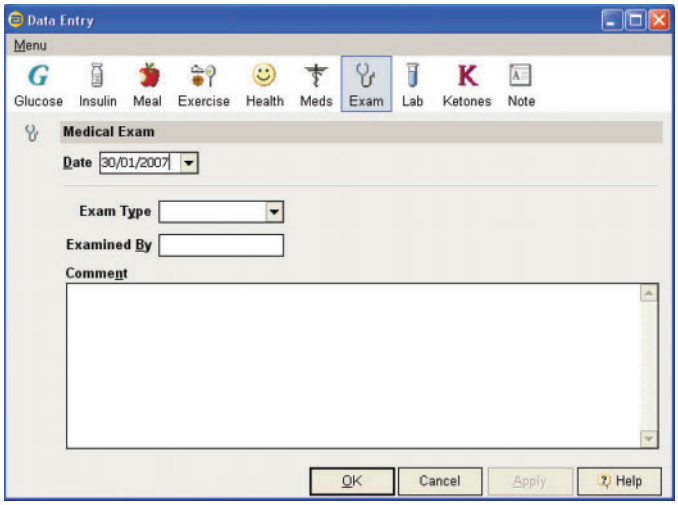


Figure 54. Medical Exam Data Entry

2. If necessary, adjust the **Date** for the medical exam you are recording.
3. Type in the **Exam Type** in the Exam Type list.

Note: To customize items in the **Medical Exam** list, see *Section 4.3: Customizing Data Lists* .

4. If you know it, type the name of the HCP into the **Examined By** field.
5. Enter any comments in the **Comment** box (optional).
6. Click **Apply** to save the new information. The entry will appear in your **Diary List**.

4.2.8 Recording a Lab Test Result

1. Click the **Lab** icon on the **Data Entry** screen. The **Lab Test Result** data entry screen displays.

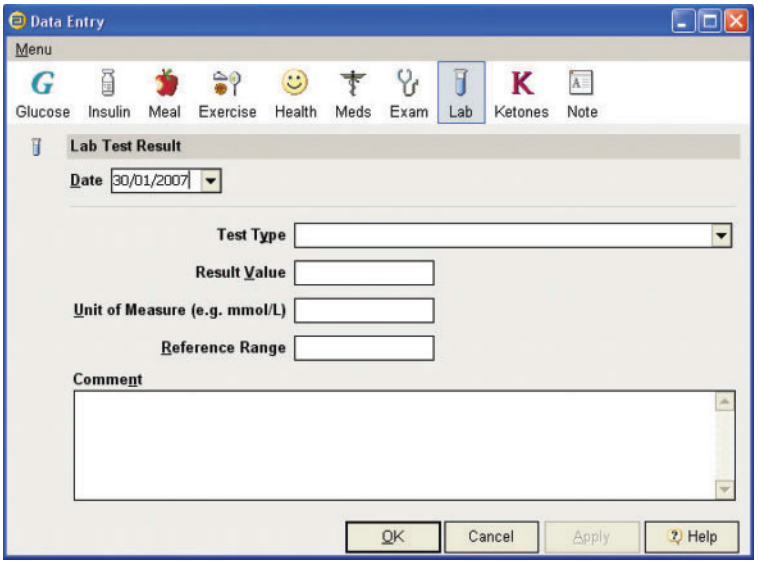


Figure 55. Lab Test Result Data Entry

2. If necessary, adjust the **Date** for the lab test result you are recording.
3. In the **Test Type** field, enter or select the lab test you had (for example, **Cholesterol LDL**).

Note: To customize items in the **Lab Test Result** list, see *Section 4.3: Customizing Data Lists.*

4. If you know the **Result Value**, the **Units**, and the **Reference Range** for the lab test you had, type the information into the appropriate fields.

IMPORTANT: Be careful to type numbers only into the **Result Value** field. For example, if your A1C test result is **7.6%**, type **7.6** in the **Result Value** field and type **%** in the **Units** field. If you type the units in the **Result Value** field, the entry for this lab test will not be displayed correctly in the reports you generate.

5. Enter any comments in the **Comment** box (optional).
6. Click **Apply** to save the new information. The entry will appear in your **Diary List**.

4.2.9 Recording a Ketone Reading

1. Click the **Ketones** icon K in the **Data Entry** screen. The **Ketones (Blood)** data entry screen displays.

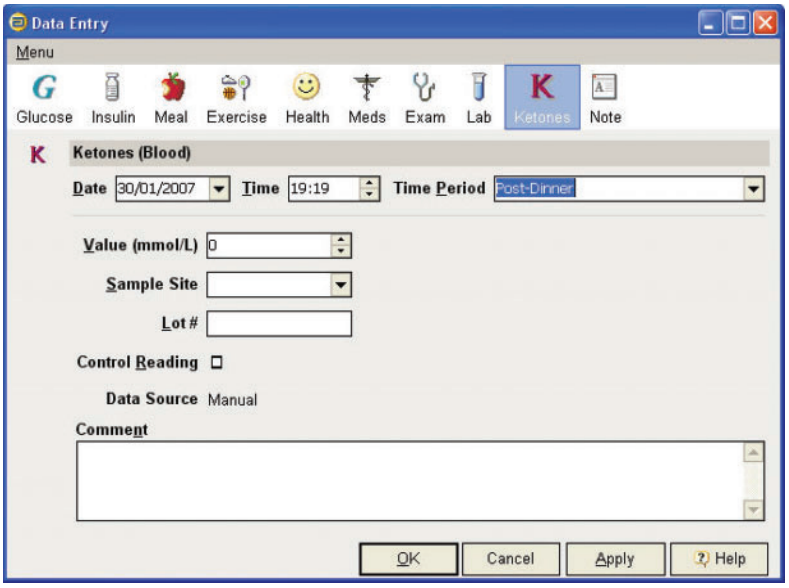


Figure 56. Ketones (Blood) Data Entry

2. If necessary, adjust the **Date**, **Time**, and **Time Period** fields for the ketone reading you are recording.
3. Enter the result of the ketone reading in the **Value (mmol/L)** field.
4. From the **Sample Site** list, select the sample site.
5. Type in the ketone **Lot Number**, if you know it.
6. Check the **Control Reading** box if this is a control reading.
7. Enter any comments in the **Comment** box (optional).
8. Click **Apply** to save the new information. The entry will appear in your **Diary List**.

4.2.10 Recording a Note (or Miscellaneous Event)

1. Click the **Note** icon in the **Data Entry** screen. The **Notes** data entry screen displays.

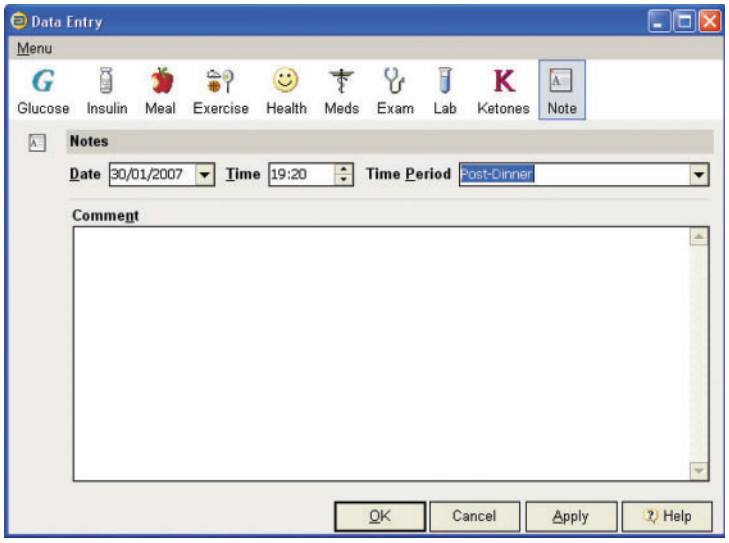


Figure 57. Notes Data Entry

2. If necessary, adjust the **Date**, **Time**, and **Time Period** fields for the information you are recording.
3. Type your note or information about a miscellaneous event in the **Comment** box.
4. Click **Apply** to save the new information. The entry will appear in your **Diary List**.

4.3 Customizing Data Lists

To make manual data entry faster and easier, you can customize items in the lists. You can:

- Add new items to lists
- Hide items that you want keep in a list but do not want to see
- Designate favorite food items

Items you add to a list are marked with the **User Entry** icon . Items provided by the CoPilot system are marked with .

4.3.1 Customizing Data Entry Lists

1. Click **DataEntry > Customize Data Entry Lists**.

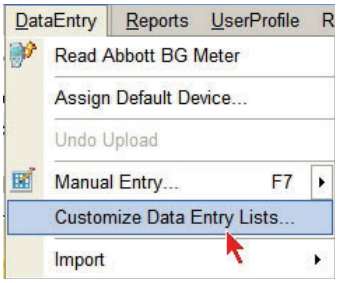


Figure 58. Customize Data Entry Lists

2. The **Customize Data Entry Lists** screen displays. Select **Test Types** (or other desired list) from the **Select List to Customize** list.

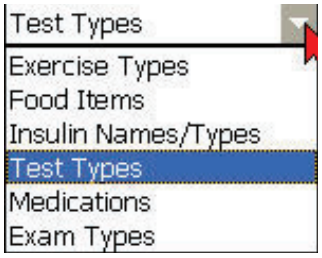


Figure 59. Select List to Customize List

3. Add an item to the list. Type the name of the test under the **Item** heading (for example, **Serum theophylline level**). The **User Entry** icon appears next to the new entry.

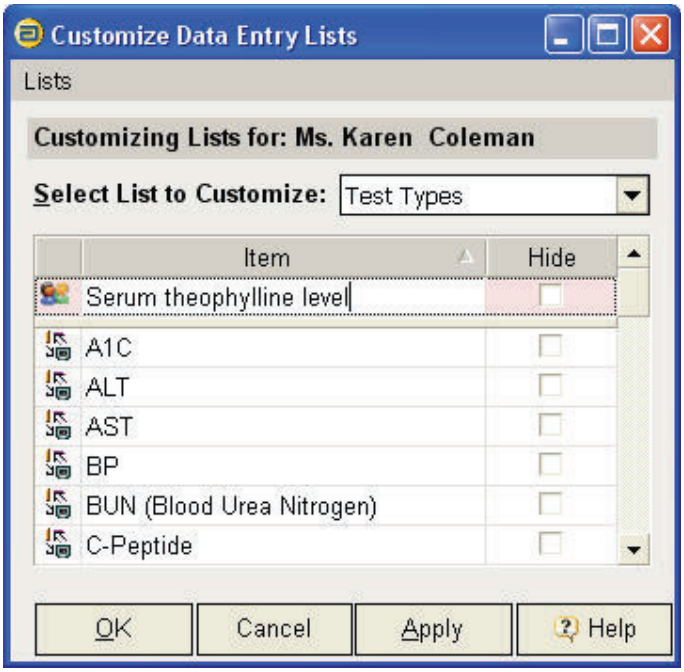


Figure 60. Test Types List

4. Check the **Hide** box for items that you don't want to see listed when you record a test result. For the Food Item list you can also mark an item as a favorite.
5. Click **Apply** to save the new list item(s).
6. Click **OK** to close.

4.4 Importing Data from Database Files

You can import some databases from other programs into your CoPilot system using the Import function.

4.4.1 Importing a Database

Some databases can be imported directly into the CoPilot system. They include databases created by:

- FreeStyle Connect
- Precision Link (V. 2.5 or higher)
- CoZmanager System

Databases from these programs are detected by the CoPilot system as long as the software for the programs that created them are installed on your PC.

Note: The CoZmanager System software must be Rev. D or higher. The internal Deltec Cozmo pump software must be Rev. F or higher. The CoPilot system detects the software revisions and will not allow the import if it detects the wrong revision(s).

⚠ WARNING:

- Imports from the CoZmanager System include data only from full days (24 hours), not partial days. This is so that CoZmanager can provide daily totals.

4.4.2 Importing a Supported Database

1. Select **DataEntry** on the menu bar; then select **Import**.
2. From the **Import** menu, select the name of the device you want to import from.

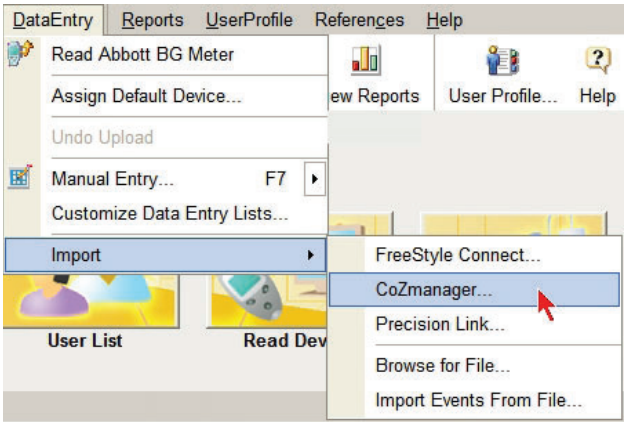


Figure 61. DataEntry Menu; and Import Menu

3. If the database is detected, you will be asked to confirm the import operation.
4. If the database is not detected, your file browser opens.

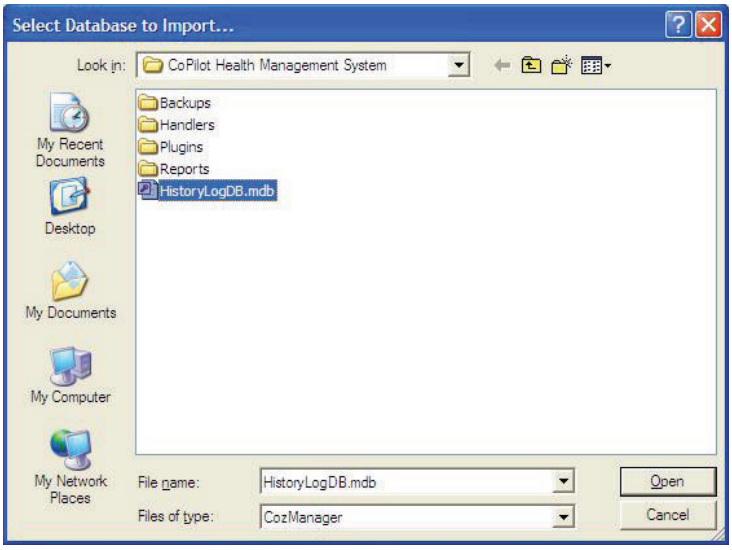


Figure 62. File Browser Window: Select Database to Import

5. You should:
   - Browse to the directory where the file is located.
   - Select the file type in the **Files of Type** window. If the file is located in that directory, it will be displayed.
   - Highlight the file and click **Open**.

4.4.3 Importing Data from a File

You can import a *.tab or *.xml file after the file is specially formatted for the CoPilot system by following the instructions provided in the Importing TAB and XML Data manual. For a copy of this manual, contact your local Abbott Diabetes Care office, or visit our Web site at **www.abbottdiabetescare.com** and look for your country contact information under **Worldwide Locations**.

Perform the following steps to import a *.tab or *.xml file:

1. Select the user (if you are an HCP User, select the patient).
2. Click **DataEntry** on the menu bar; then select **Import**.
3. From the **Import** submenu, select **Import Events From File**.

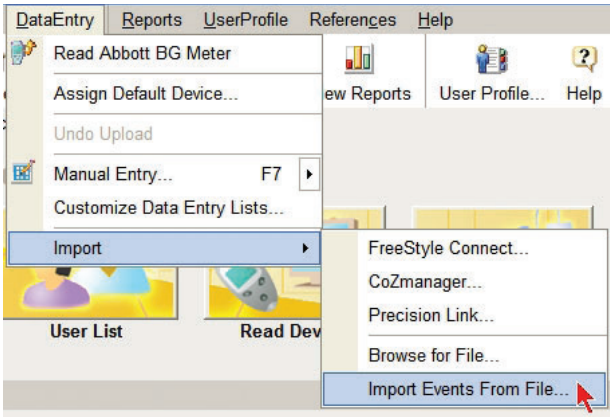


Figure 63. Import Menu: Import Events From File

4. The file browser opens. Find the directory where the file is located.

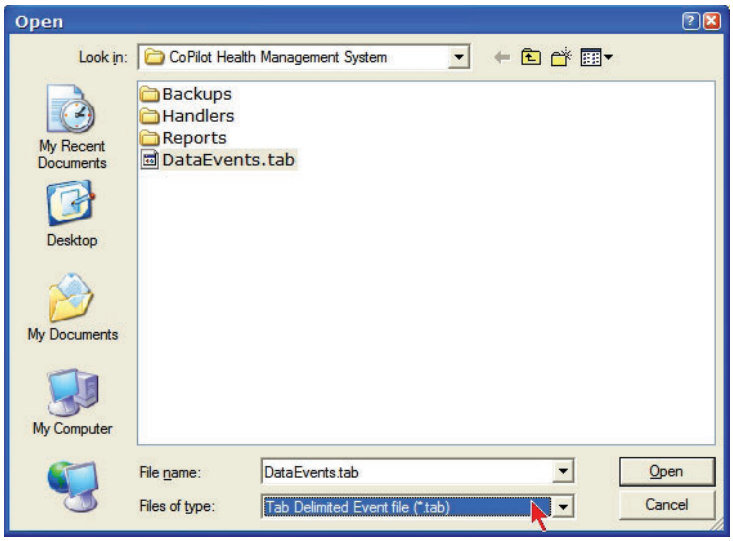


Figure 64. File Browser Window

5. Select the file type (*.tab or *.xml) in the **Files of Type** window.
6. Highlight the file of interest and click **Open**.

4.5 Exporting Data

Exporting data in the CoPilot system is similar to archiving data (see *Section 7.1: Archiving Data*) except that the exported data is not removed from the CoPilot system's database.

To export data:

1. Click **Reports** on the menu bar; then select **Diary List**.

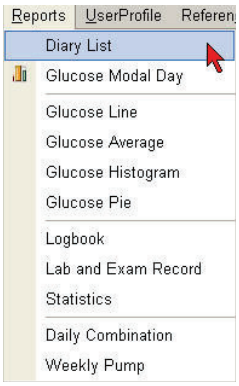


Figure 65. Reports Menu

2. The **Diary List** displays.
3. Adjust the date to include the data you want to export.

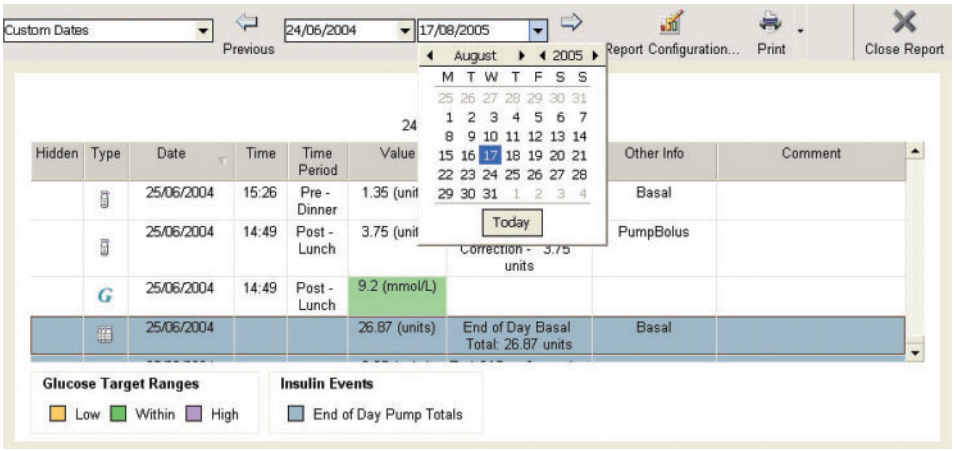


Figure 66. Diary List: Date Adjustment

4. Click **Export** from the **File** menu on the **Home** page. A file browser will open. Browse to the directory where the file is to be saved.

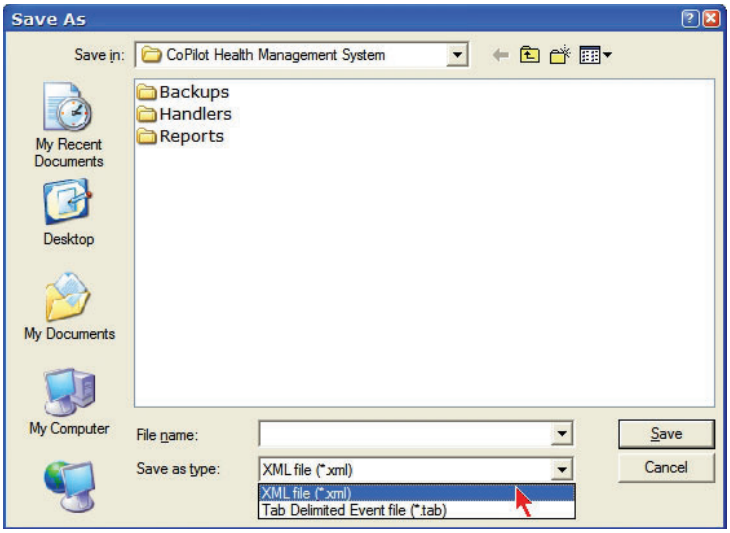
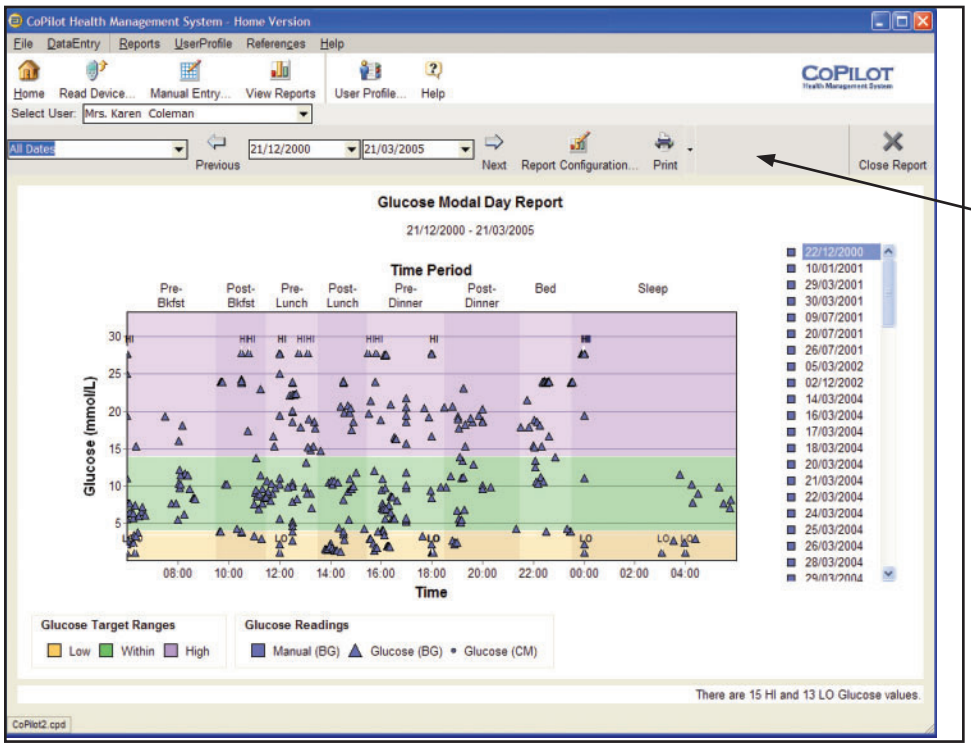


Figure 67. File Browser Window

5. Select the file type (*.tab or *.xml) in the **Save as type** field.
6. Enter the name of the file in the **File name** field. Click **Save**.

5 Viewing and Printing Reports

With the CoPilot system, data entered manually or uploaded from a device can be displayed on the screen in a variety of ways. Statistical and other calculations are automatically performed on the data, and the results are put into tables and graphs. A **report** is one or a set of these tables and graphs.



Reports Toolbar

Figure 68. Glucose Modal Day Report

Any report can be customized to your preferences. Many variables can be adjusted in real time as you view the report. These are described in *Section 5.3: Personalizing Report Settings*.

Data cannot be changed in any reports except the **Diary List**. Corrections or additions to manually entered data can be made by accessing the **Data Entry** screen for the event. Refer to the individual report sections for instructions on calling up the **Diary List** entry for past events. The changes display immediately on any affected report.

Once opened, a report remains open until you close it. Any number of reports can be open at the same time; only one is visible. Each open report shows as a tab at the top of the screen.

All open reports apply the same active date range, data filter options, and display features. Changing these settings in any report changes them for all other open reports.

CAUTION: For glucose and insulin entries, if the **Time Period** is changed manually, all reports will still be displayed as defined by the **Time Period** setting in the User Profile.

Note: Any decimal calculations that are **0.4 or less** are rounded to **0**. Any decimal calculations that are **0.5 or greater** are rounded to **1**.

5.1 Viewing Reports

See *Section 5.3.1: Report Options (User or HCP Profile)* for instructions to select your default report and date range interval.

1. To open your default report, click the **View Report** button on the home page.
2. To open another report, click any report listed in the **Reports** menu. The first report remains open but hidden, except for its tab. The new report displays with the same date range, active data filters, and display features.

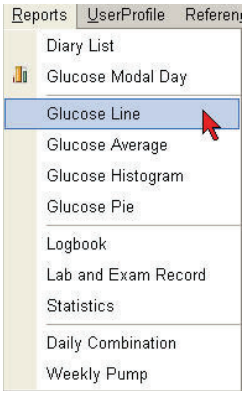


Figure 69. Reports Menu

3. To display a report, click the desired tab on the reports tab bar.

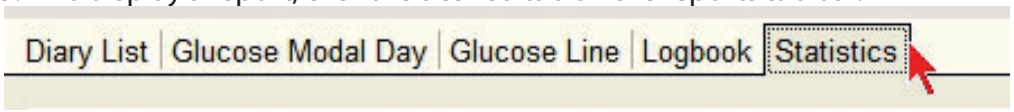


Figure 70. Reports Tab Bar

4. To close the active report, click the **Close Report** icon on the reports tab bar.

When you view reports, you can select the date or **Date Range** for information to view, and you can use interactive **Data Symbols** to see more detailed information.

5.1.1 Date Range

Use controls on the **Reports Toolbar** to select the date range (time period) for the information that you want to view in one or more reports. You can select a pre-selected time period, and you can also select custom dates and date-range intervals.

Figure 71. Reports Toolbar

To select the date or date range for information you want to view, use one or more of the following tools:

Custom Date Range List - Select any time period (such as Last 1 Month or Last 3 Months) in the Custom Date Range List. The dates for your selected date range are automatically entered in the Calendar Date Selection Tool.

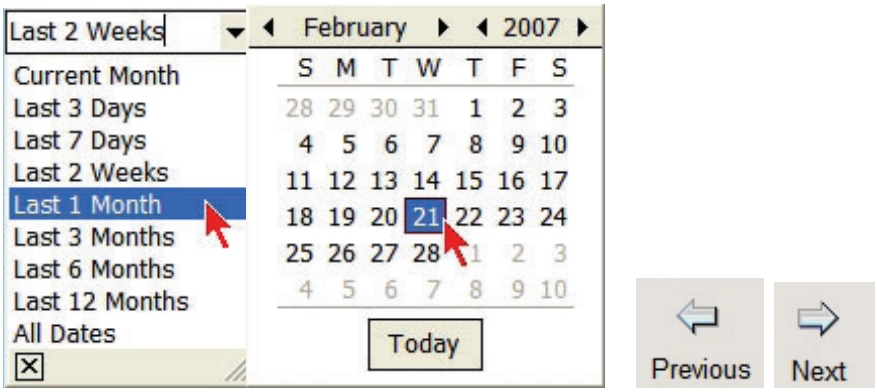


Figure 72. Custom Date Range, Calendar Date Selection, and Arrow Tools

Calendar Date Selection Tool - To select a specific date range, enter dates in the calendar range selection tool. You can type in the date(s) in the format: mm/dd/yyyy (or dd/mm/yyyy depending on your operating system), or you can use the down arrows to open the calendar. Use the left and right arrows above the calendar to select the month and year. Highlight any day in the calendar.

Previous and Next Arrows - After you have selected a date range, use the previous and next arrows to "jump" or "scroll" back or forward in time. For example, if you have selected the Last 7 days date range (such as from May 1 to May 7), you can click the previous arrow to change the date range seven days earlier. The same effect occurs forward and backward for any date range interval, whether days or months.

5.1.2 Data Symbols

You can use the symbols used in reports to link to related or more complete information. Interactive data symbols include data points on a graph, regions on a chart, and cells in a table.

Your pointer becomes the hand icon when it is hovering over an interactive data symbol. For example, by hovering the pointer over a triangle (meter blood glucose reading data symbol), you can display the value, date, and time of the reading in a pop-up field. To go to the **Glucose Reading** event in the **Diary List**, double-click the triangle.

On the Daily Combination and Weekly Pump reports:

- Carbohydrate events are represented by dark yellow circles; the size of each circle is proportional to the carbohydrate value.
- Insulin data is represented by light green, dark green, and dark red bars.

On all reports (except for the Diary List):

- Glucose readings are represented by squares (manual entries), triangles (meter blood glucose readings), and circles (continuous glucose readings) which can be linked by a line.

5.1.3 Target Range Colours

Glucose readings are separated into target ranges, which are represented on graphs and tables either in distinctive colours or in distinctive patterns for black-and-white printing.

You can display the data in three ranges (High, Within, and Low) or five ranges (Very High, High, Within, Low, and Very Low). These choices can be changed at any time on the Miscellaneous tab of the Report Configuration form by checking or un-checking the Show Hypo/Hyper box.

Each target range is associated with a unique colour: Very High (turquoise), High (purple), Within (green), Low (yellow), and Very Low (red).

5.2 Printing and Sending Reports

To view a menu of options for printing and sending a report, click the down arrow next to the **Print** icon on the **Reports** toolbar.

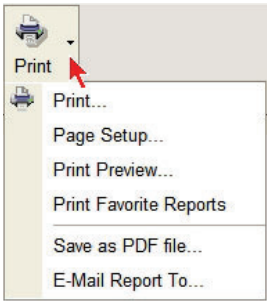


Figure 73. Print Menu

- To print the report in its currently displayed configuration (format), select **Print**. The report prints on your printer.
- To verify or change the page setup options (margins, paper size, etc.), click **Page Setup**. Review or make changes to the **Page Setup** form.
- To preview the report before printing it, click **Print Preview**.
- To print one copy of each of your favorites on the default printer, click **Print Favorite Reports**.
- To save the open report in the Adobe Acrobat (PDF) file format, click **Save as PDF file**. Select this option if the **E-Mail Report to** option (below) does not automatically create a *.pdf file. Or select this option if you have a printing problem and want to print from Adobe Acrobat. (The Adobe Acrobat Reader program must be installed on your computer. Go to **www.Adobe.com** for instructions on downloading this program free over the Internet.)
- To e-mail the report as an attachment, click **E-Mail Report to**. The report is attached to the e-mail message as a *.pdf file. (You do not have to **Save as PDF file** first.)

Note: The **E-Mail Report to** option is designed to access your e-mail account and open a new e-mail message screen. If your e-mail account is not detected automatically, you will need to e-mail the report manually. To do so:

- With the desired report open, select the **Save as PDF** file option from the Print drop-down box on the Reports toolbar. Then manually attach the *.pdf file to an e-mail.

5.3 Personalizing Report Settings

Reports can be personalized to your preferences by making choices for **Report Options** on the **Profile for:** screen and by activating data filters and display features on the **Report Configuration** screen.

5.3.1 Report Options (User or HCP Profile)

On the **Profile** page, click the **Options** tab.

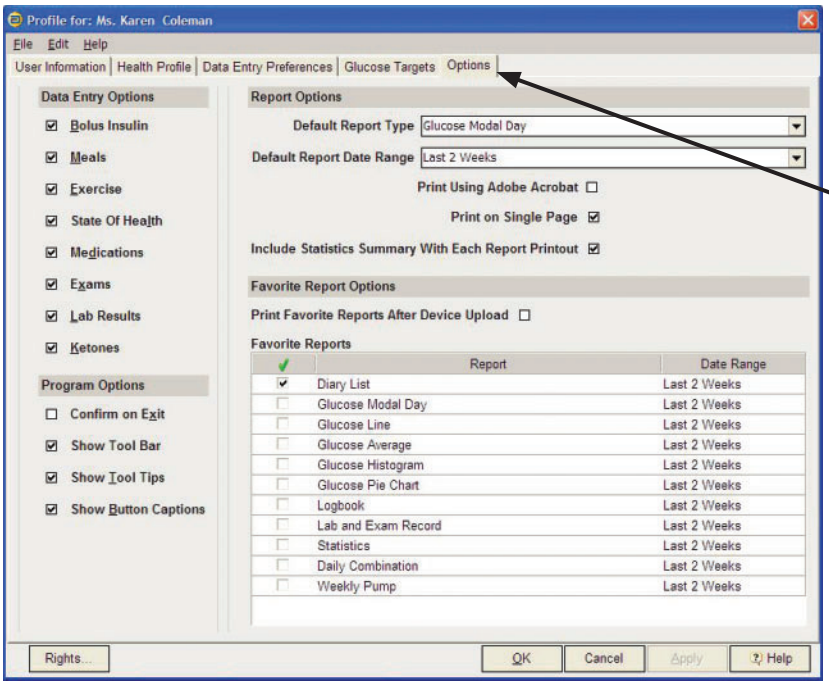


Figure 74. User Profile Screen with Options Tab Active

The **Report Options** are on the right. The **Default Report** is the report you want to display when you select on the **Home** page.

- Select your preferred default report in the **Default Report Type** list.
- Select your preferred default date range interval for the default report from the **Default Report Date Range** list.
- Select whether to attach a Statistics Summary list whenever a report is printed.
- To select your **Favorite Reports**, check any report or set of reports you want to print when you select **Print Favorite Reports After Device Upload**. For each report, complete the **Date Range**. Selected date ranges may be different for different reports.
- Select Print Using Adobe Acrobat to enable the PDF printer option. Use this option if a report does not print correctly on your printer.

Note: The **Statistics Summary** does not automatically print with your **Favorite Reports** even if ☑ **Include Statistics Summary With Each Report Printout** is selected.

Note: The **Statistics Summary** is not attached to reports you email. And it does not display when you select **Print Preview** even though it will be printed with the report.

5.3.2 Data Filters

Data filters are tools for selecting the types of data you want to include in a report. You select the data filters you want by clicking the **Report Configuration** icon on the **Reports** toolbar and choosing items from the **Event Types**, **Time Periods**, and **Week Days** sections on the **Data Filter** tab. Click **Apply** to save any changes. Click **OK** to save changes and return to the report.

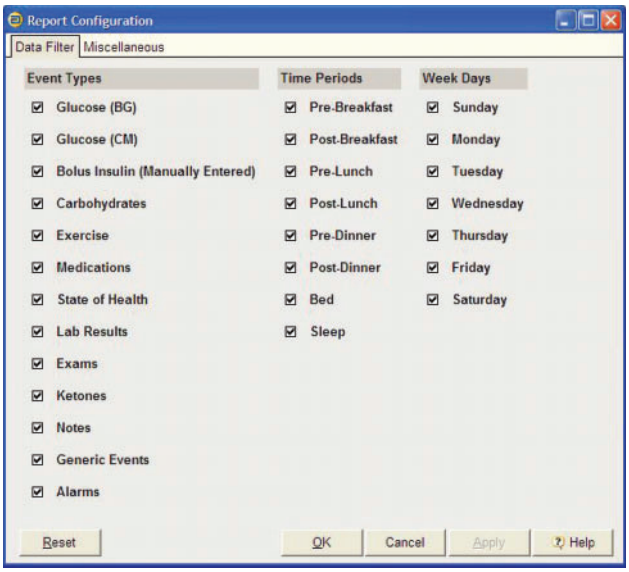


Figure 75. Report Configuration: Data Filter Tab

Data filters and display features (*Section 5.3.3*) apply to all reports except the **HCP Group Analysis Report**. Changing data filter or display settings in any report changes them for all other open reports. Not all filters are configurable in all reports.

Event Types

There are two types of **Glucose** events: **Glucose (BG)** refers to results from a blood glucose meter. **Glucose (CM)** refers to results from a continuous glucose monitoring system.

Time Periods - If you de-select the Pre-Breakfast, Pre-Lunch, or Pre-Dinner options on the Data Filter tab, the carbohydrates for the corresponding meal (breakfast, lunch, or dinner), if entered manually or uploaded into the CoPilot system, will not be displayed on the reports that would ordinarily show this information.

Week Days - Week Days filters do not apply to the **Daily Combination View Report**.

Several data filters can be applied together. For example, you could uncheck **Exercise** events in the **Event Types** filter and check only **Tuesday** and **Friday** in the **Week Days** filter.

5.3.3 Display Features

Some display features are configured on the **Miscellaneous** tab of the **Report Configuration** screen.

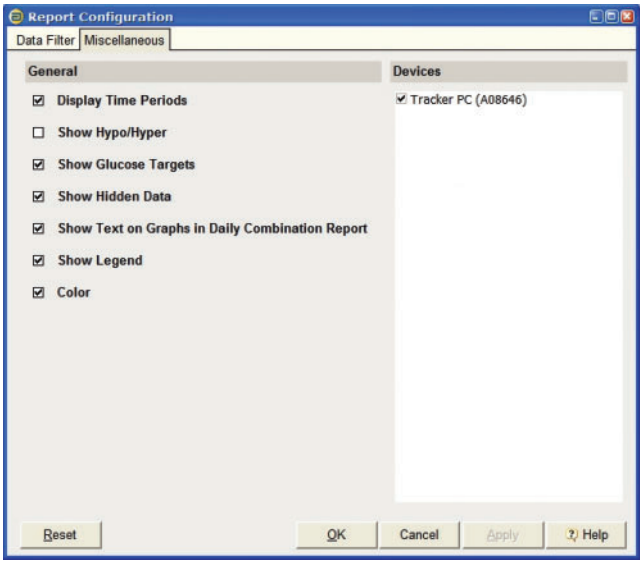


Figure 76. Report Configuration: Miscellaneous Tab

GENERAL ITEMS	
Display Time Periods	Select to display time periods on the report.
Show Hypo/Hyper	Deselect to display glucose readings in three target ranges: High, Within, and Low. Select to display glucose readings in five target ranges: Very High, High, Within, Low, and Very Low. **Note:** If you select to display glucose data in three target ranges (the Show Hypo/Hyper box is not checked), Very High readings display as High readings (purple) and Very Low readings display as Low readings (yellow).
Show Glucose Targets	Select to display glucose readings data in their unique colour or pattern (black and white display).
Show Hidden Data	Select to view all entries in the **Diary List**, including those you marked **Hide**.
Show Text on Graphs in Daily Combination Report	Select to view numerical values of glucose readings.
Show Legend	**Select to display the legend in all applicable reports. Displaying the legend will help you understand the report.**
Colour	Select to display glucose target ranges in their unique colours. See *Section 3.1.4: Glucose Targets Tab* for information about glucose target ranges. Deselect to display glucose target ranges in their distinctive patterns for black-and-white printing.
Devices	This list includes all installed meters and other supported devices. See *Appendix C: Supported Devices and Databases*. If you have installed only one device, you cannot deselect the device (to filter out the data). If you have two or more devices installed, one device must always be selected.

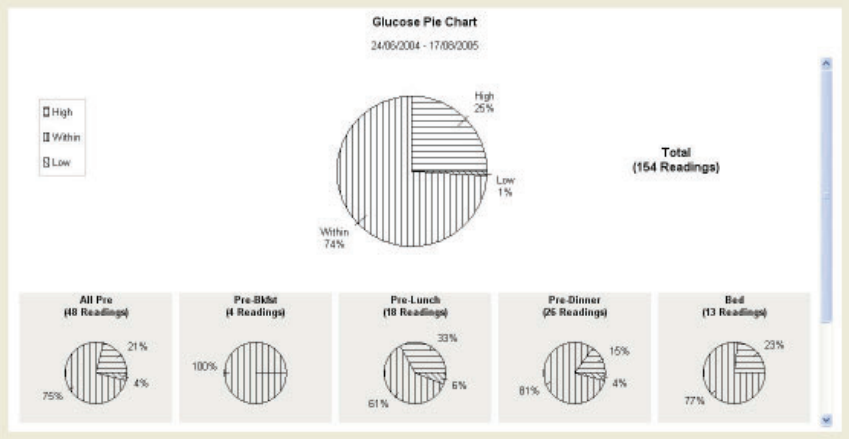


Figure 77. Black-and-White Display Patterns (Screen Detail)

5.4 Glucose Target Modes

The following is a table of the reports that use glucose targets, and the modes they use:

Report	Home User Version Glucose Target Mode	HCP Version Glucose Target Mode
Diary List	User's choice	HCP's choice
Glucose Modal Day	User's choice	HCP's choice
Glucose Line	Standard Mode	Standard Mode
Glucose Average	Standard Mode	Standard Mode
Glucose Histogram	Standard Mode	Standard Mode
Glucose Pie Chart	User's choice	HCP's choice
Logbook	User's choice	HCP's choice
Lab and Exam Record	Not applicable	Not applicable
Statistics	User's choice	HCP's choice
Daily Combination View	User's choice	HCP's choice
Weekly Pump View	Standard Mode	Standard Mode
HCP Group Analysis	Not applicable	Standard Mode

5.5 Definition of a Day

Depending on the report, a day (24 hours) is calculated from midnight to midnight or pre-breakfast to pre-breakfast. The various reports define a day as follows:

Report	Definition of a Day
Diary List	Midnight to Midnight
Glucose Modal Day	Pre-breakfast to Pre-breakfast
Glucose Line	Midnight to Midnight
Glucose Average	Pre-breakfast to Pre-breakfast
Glucose Histogram	Midnight to Midnight
Glucose Pie Chart	Pre-breakfast to Pre-breakfast
Logbook	Pre-breakfast to Pre-breakfast
Lab and Exam Record	Midnight to Midnight
Statistics	Pre-breakfast to Pre-breakfast
Daily Combination View	Midnight to Midnight
Weekly Pump View	Midnight to Midnight
HCP Group Analysis	Midnight to Midnight

5.6 Descriptions of Reports

Carefully review the earlier sections in this section before reading these descriptions. The earlier material provides important overall guidelines for viewing, navigating, and personalizing reports.

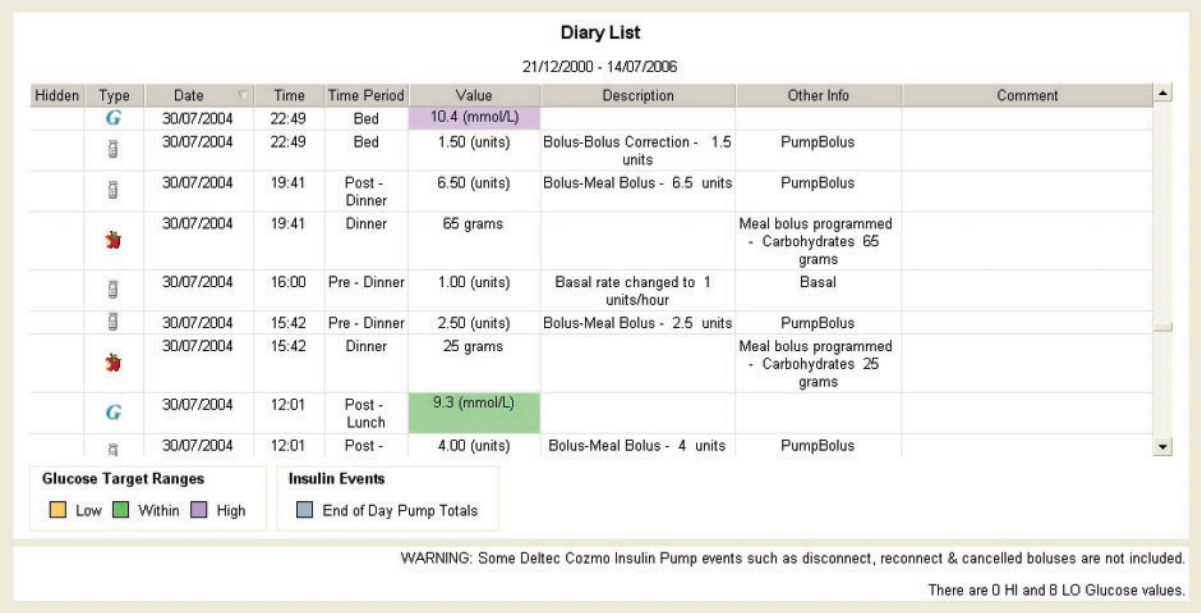
WARNING:

- **Have your healthcare professional review and confirm your entries before using this data. Serious effects on your health could result from relying on or using incorrect entries.**

CAUTION: If any event data is **Hidden**, a comment will appear at the top of the report indicating the number of **Hidden** events. **Hidden** data will not be displayed or included in the calculations for that report.

5.6.1 Diary List

The **Diary List** is a table of all data entries made over the specified date range. Each row corresponds to one event.



Diary List

21/12/2000 - 14/07/2006

Hidden	Type	Date	Time	Time Period	Value	Description	Other Info	Comment
	G	30/07/2004	22:49	Bed	10.4 (mmol/L)			
		30/07/2004	22:49	Bed	1.50 (units)	Bolus-Bolus Correction - 1.5 units	PumpBolus	
		30/07/2004	19:41	Post - Dinner	6.50 (units)	Bolus-Meal Bolus - 6.5 units	PumpBolus	
		30/07/2004	19:41	Dinner	65 grams		Meal bolus programmed - Carbohydrates 65 grams	
		30/07/2004	16:00	Pre - Dinner	1.00 (units)	Basal rate changed to 1 units/hour	Basal	
		30/07/2004	15:42	Pre - Dinner	2.50 (units)	Bolus-Meal Bolus - 2.5 units	PumpBolus	
		30/07/2004	15:42	Dinner	25 grams		Meal bolus programmed - Carbohydrates 25 grams	
	G	30/07/2004	12:01	Post - Lunch	9.3 (mmol/L)			
		30/07/2004	12:01	Post -	4.00 (units)	Bolus-Meal Bolus - 4 units	PumpBolus	

Glucose Target Ranges: Low, Within, High

Insulin Events: End of Day Pump Totals

WARNING: Some Deltec Cozmo Insulin Pump events such as disconnect, reconnect & cancelled boluses are not included.

There are 0 HI and 8 LO Glucose values.

Figure 78. Diary List

- A day (24 hours) is defined as midnight to midnight.
- The glucose target mode is your choice.
- Columns are for data categories. The **Value** column displays the value in units appropriate to the event type. For **Glucose Reading** events, the **Value** cell is shaded with the unique colour for the glucose target range.

- To open the original **Data Entry** screen for a specific event, double-click any cell in the row.
- Data that was entered manually can be edited. Some fields in uploads from devices can be edited.

WARNING:

- Some Deltec Cozmo Insulin Pump events such as disconnect, reconnect and cancelled boluses are not included.

Note: When uploading data from a device, or when importing data from Precision Link (version 2.5 or higher), glucose readings greater than 500 are displayed as "501", and readings less than 20 are displayed as "19".

Hide/Un-Hide Events

By default, the **Diary List** contains a **Hidden** column (far-left). Entries you have chosen to **Hide** will display in the **Hidden** column.

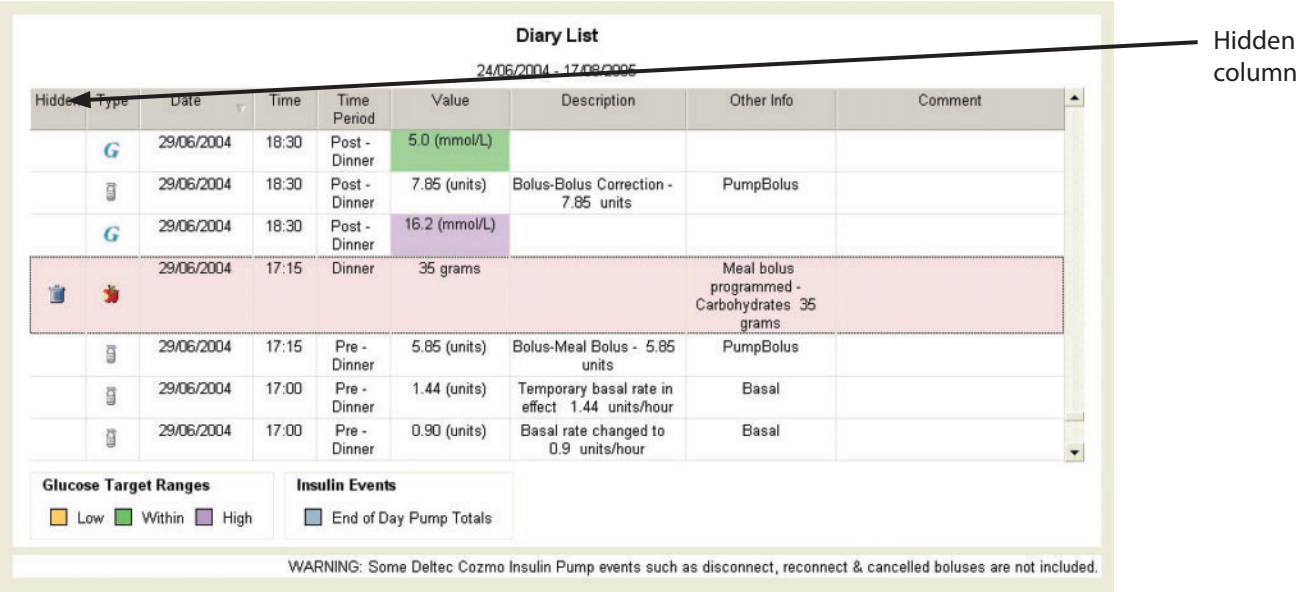

Diary List
24/06/2004 - 17/08/2005
Hidden column
Hidden
Type
Date
Time
Time Period
Value
Description
Other Info
Comment
29/06/2004 18:30 Post - Dinner 5.0 (mmol/L)
29/06/2004 18:30 Post - Dinner 7.85 (units) Bolus-Bolus Correction - 7.85 units PumpBolus
29/06/2004 18:30 Post - Dinner 16.2 (mmol/L)
29/06/2004 17:15 Dinner 35 grams Meal bolus programmed - Carbohydrates 35 grams
29/06/2004 17:15 Pre - Dinner 5.85 (units) Bolus-Meal Bolus - 5.85 units PumpBolus
29/06/2004 17:00 Pre - Dinner 1.44 (units) Temporary basal rate in effect 1.44 units/hour Basal
29/06/2004 17:00 Pre - Dinner 0.90 (units) Basal rate changed to 0.9 units/hour Basal
Glucose Target Ranges
Low
Within
High
Insulin Events
End of Day Pump Totals
WARNING: Some Deltec Cozmo Insulin Pump events such as disconnect, reconnect & cancelled boluses are not included.

Figure 79. Diary List with Hidden Column Displayed

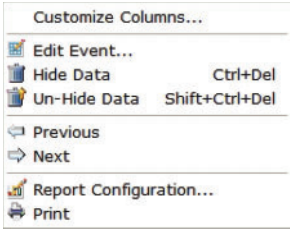
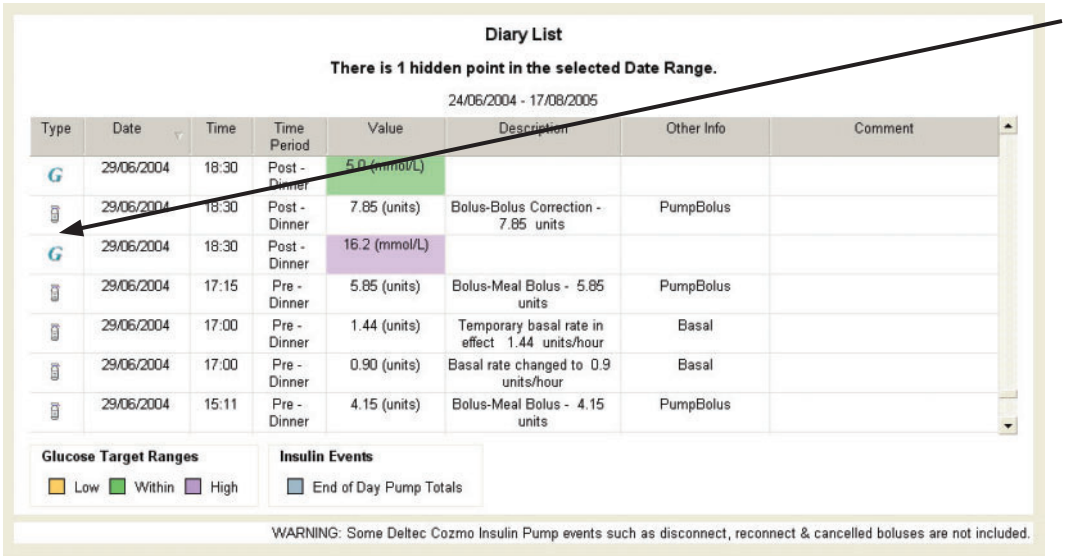


Figure 80. Reports: Context Menu

- To **Hide** an event, select the row, and right-click. Click **Hide Data** on the context menu. When prompted to confirm, click **Yes** to hide the data. Pump Insulin data cannot be hidden.
  - To **Un-Hide** an event, click any cell in a row that displays in the **Hidden** column. Next, right-click and select **Un-Hide Data** from the context menu. The event is no longer hidden.
  - The **Diary List** displays **Hidden** data and the **Hidden** column by default. To not display **Hidden** data on the **Diary List**:
  - Click on the **Reports** toolbar. Click the **Miscellaneous** tab and uncheck the box to **Show Hidden Data**. Click **OK**. The **Diary List** will no longer display **Hidden** data and the **Hidden** column.


Diary List
There is 1 hidden point in the selected Date Range.
24/06/2004 - 17/08/2005
Type
Date
Time
Time Period
Value
Description
Other Info
Comment
29/06/2004 18:30 Post - Dinner 5.0 (mmol/L)
29/06/2004 18:30 Post - Dinner 7.85 (units) Bolus-Bolus Correction - 7.85 units PumpBolus
29/06/2004 18:30 Post - Dinner 16.2 (mmol/L)
29/06/2004 17:15 Pre - Dinner 5.85 (units) Bolus-Meal Bolus - 5.85 units PumpBolus
29/06/2004 17:00 Pre - Dinner 1.44 (units) Temporary basal rate in effect 1.44 units/hour Basal
29/06/2004 17:00 Pre - Dinner 0.90 (units) Basal rate changed to 0.9 units/hour Basal
29/06/2004 15:11 Pre - Dinner 4.15 (units) Bolus-Meal Bolus - 4.15 units PumpBolus
Glucose Target Ranges
Low Within High
Insulin Events
End of Day Pump Totals
WARNING: Some Deltec Cozmo Insulin Pump events such as disconnect, reconnect & cancelled boluses are not included.

Hidden column and hidden data are not displayed

Figure 81. Diary List: Hidden Column and Hidden Data Not Displayed

- Only the **Diary List** can display **Hidden** data. In all other reports, **Hidden** events are not displayed or included in the calculations even if you checked the box to **Show Hidden Data** on the **Miscellaneous** tab.
- The **Hidden** column must be displayed in order to **Un-Hide** events. It is recommended to always display **Hidden** data.

Columns

You can customize the columns in the **Diary List** by changing the order of events in a column, adding and removing columns, and resizing columns. These changes are saved when you close the **Diary List** or exit the CoPilot system.

Change Order of Events

To change the order of the events in the **Diary List**, click any of the following column heads:

Hidden	Hidden entries display in descending order (latest date at the top). Click to display all hidden entries at the top. Click again to display all hidden entries at the bottom.
Type	Events are grouped by Event Type. Click to reverse the order.
Date	Events display in ascending order (earliest date at the top) or descending order (latest date at the top). Click to reverse the order.
Time	The events display in chronological order. Click to group entries by time of day.
Time Period	Time periods are arranged in chronological order. Click to list the time periods in alphabetical order.
Value	Click to display the values in alphanumeric order. Click again to reverse the alphanumeric order.
Description	Events are displayed in ascending alphabetical order. Click to reverse the order.
Other Info	Click to reverse the order.
Comment	Events with Comments display in ascending alphabetical order. Events with no comments display first. Click to reverse the order.

Remove/Add Columns

- To remove a column from the report, drag-and-drop the column head cell off the table.
- To add a column to the report, right-click anywhere on the table to call up the context menu. Select **Customize Columns**. The **Customization** list displays. From the list, select the column head you want to add. Drag-and-drop it to the preferred position in the column-head row. Two green arrows display to help you position the column.

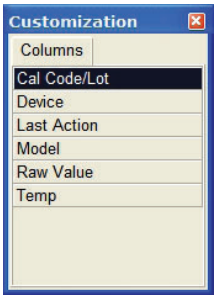


Figure 82. Customization List

Move/Resize Columns

- To move columns left or right in the table, drag-and-drop the column-head cell to the preferred position in the column head row.
- To adjust the width of any column, use the sizing tool that becomes active when you hover your pointer over the right margin of the column-head cell.

5.6.2 Glucose Modal Day Report

The Glucose Modal Day Report shows the daily pattern of glucose levels over the specified date range. A line linking the readings for a specific date can be displayed or hidden.

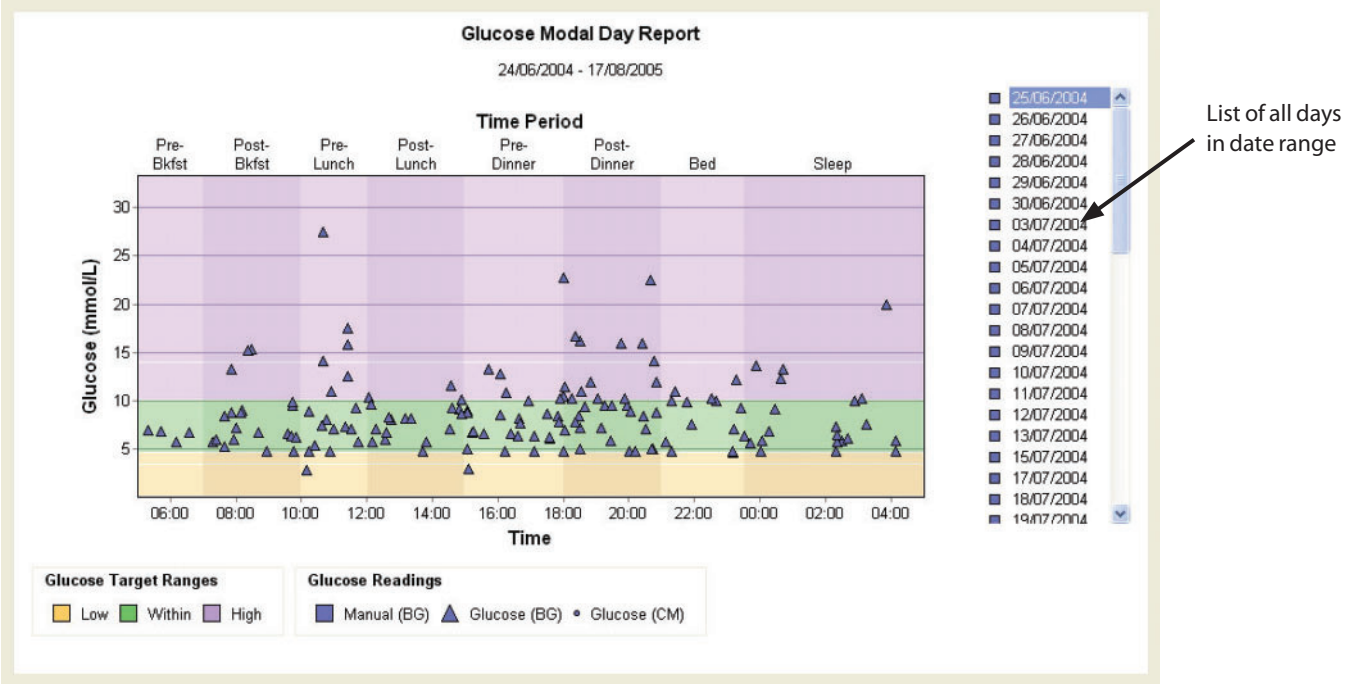


Figure 83. Glucose Modal Day Report

- The horizontal axis is a 24-hour timeline. All readings for all dates display on the same timeline. The vertical axis plots the glucose level.
- A day (24 hours) is defined as pre-breakfast to pre-breakfast.
- The glucose target mode is your choice.
- Each data symbol represents one glucose reading. For the date, time, and value of the reading, hover the pointer over the data symbol.
- **HI/LO** indicates a reading outside the working range of the meter.
- A list of all days in the date range displays to the right of the graph.
- To link all the readings for a single day with a line, click the date of interest in the list of all days in the date range. All the data symbols for that date change colour and a line is drawn linking them. Click any data symbol or in the line to cancel the line.

- To zoom in on (magnify) an area of the graph, place the mouse in the upper left of the graph, press and hold the left mouse button, and drag to the lower right corner of the graph. Repeat this action to further magnify the area of interest. To return the graph to its original state, place the mouse in the lower right of the graph, press and hold the left mouse button, and drag to the upper left corner.
- To go to the **Glucose Reading** entry in the **Diary List**, double-click the data symbol.

CAUTION: If the user reconfigures the **Glucose Modal Day** report by turning **Display Time Periods** OFF, the **Glucose Modal Day** report will go back to plotting the data point based on the user-configured time period and remove the **Time Period** labels across the top of the graph. This can result in a data point for any glucose reading, where a user manually assigned the time period, being displayed in a different location on the **Glucose Modal Day** graph. When the **Display Time Periods** is ON, the glucose reading that has a manually assigned time period will be displayed on the graph in the middle of the time period assigned.

5.6.3 Glucose Line Report

The Glucose Line Report is useful for seeing trends in glucose levels. It plots each glucose reading over the specified date range.

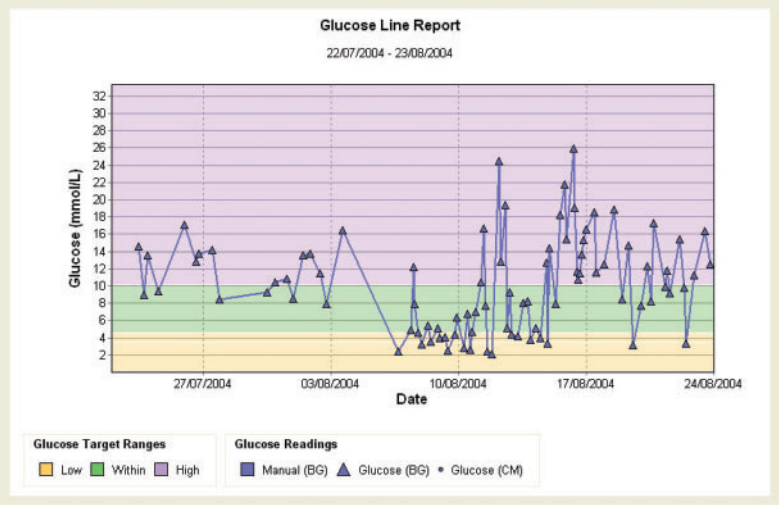


Figure 84. Glucose Line Report (Show Line Is Activated)

- The horizontal axis is a timeline of the entire date range. The vertical axis plots the glucose level.
- A day (24 hours) is defined as midnight to midnight.
- The glucose target mode is **Standard**.
- Each data symbol represents one reading; a solid line connecting them can be displayed or hidden. To hide the line, point to any data symbol, and right-click. Click **Show/Hide Line** on the context menu.
- For the date, time, and value of the glucose reading, hover the pointer over the data symbol.
- To zoom in on (magnify) an area of the graph, place the mouse in the upper left of the graph, press and hold the left mouse button, and drag to the lower right corner of the graph. Repeat this action to further magnify the area of interest. To return the graph to its original state, place the mouse in the lower right of the graph, press and hold the left mouse button, and drag to the upper left corner.
- To go to the event data in the **Diary List**, double-click the data symbol.

5.6.4 Glucose Average Report

The Glucose Average Report may help identify times of the day that may need more testing or improved control. The report separates all glucose readings over the specified date range into pre-meal (yellow bars) and post-meal (blue bars) groupings and averages the values for each group.

For convenience, there are two graphs. One shows pre-meal and post-meal glucose averages over the date range by meal. The other shows overall pre-meal and post-meal averages by day over the date range.

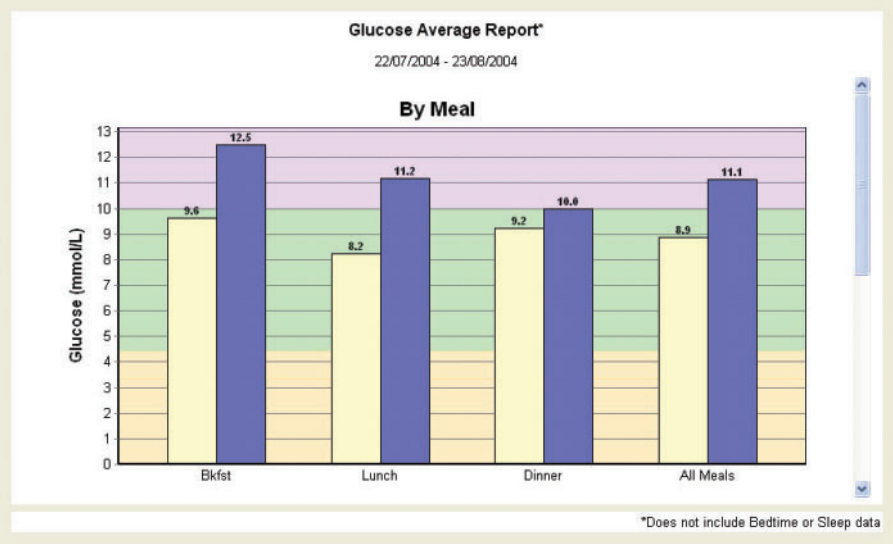


Figure 85. Glucose Average Report: By Meal

- The asterisk (*) next to the title indicates that the report does not include sleep or bedtime data.
- The glucose target mode is **Standard**.
- The horizontal axis is a timeline showing the time periods (pre-meal and post-meal) and the average for all meals. The vertical axis plots the glucose level.
- Each bar shows the average value of all glucose readings over the date range for the specific time period (for example, the average value of all pre-breakfast readings).
- A day (24 hours) is defined as pre-breakfast to pre-breakfast.
- Double-click any bar to call up the **Diary List** entries for these events.

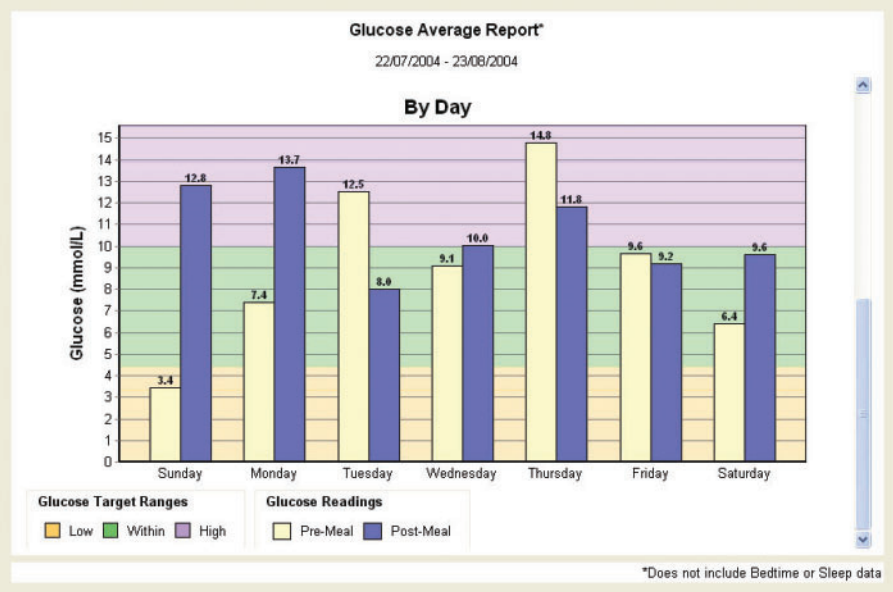


Figure 86. Glucose Average Report: By Day

5.6.5 Glucose Histogram Report

The Glucose Histogram Report separates all glucose readings over the specified date range into the default target ranges and displays the data as a histogram (bar chart) with its bar height proportional to the number of readings in each glucose target range.

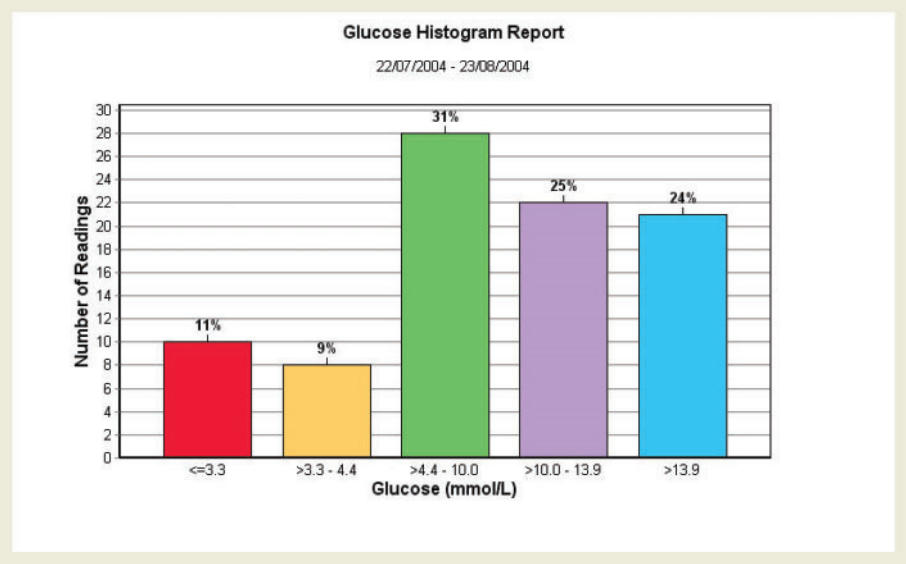


Figure 87. Glucose Histogram Report

- The glucose target mode is **Standard**.
- The horizontal axis shows the default glucose target ranges (not the user-defined glucose target ranges). The vertical axis plots the Number of Readings.
- A day (24 hours) is defined as midnight to midnight.
- The colour of the bar corresponds to the unique colour for the glucose target range. The height of the bar is proportional to the number of readings in that range; that is, the bar for a range in which there are 20 readings is twice as high as the bar for a range with 10 readings. The percentage of readings in the range is shown at the top of the bar.
- Double-click the bar to call up the **Diary List** entries that make up that bar.

5.6.6 Glucose Pie Chart

The Glucose Pie Chart separates glucose readings over the date range into the default glucose target ranges and averages the values within each range. These averages are displayed in a series of pie charts. Each segment (wedge) displays in the unique colour of its glucose target range.

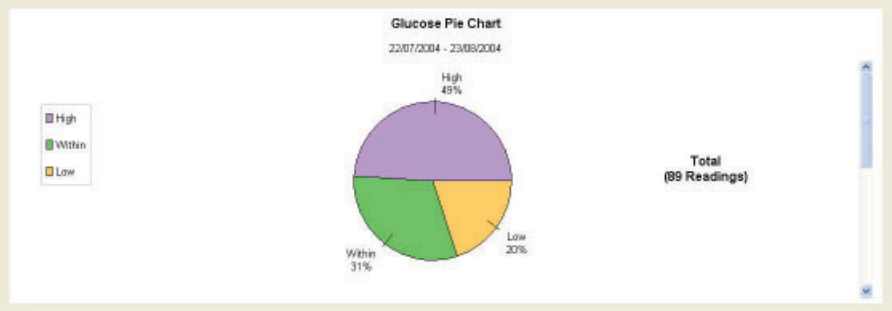


Figure 88. Glucose Pie Chart Report: Total Readings Pie Chart

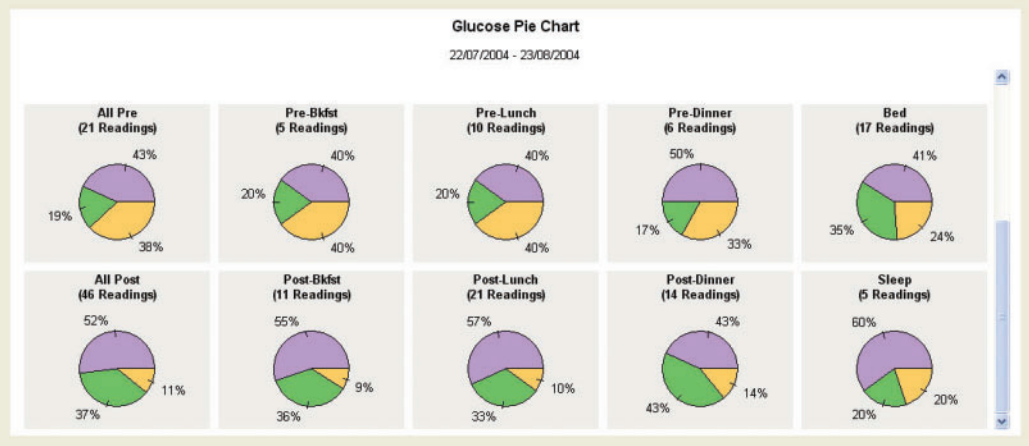

Glucose Pie Chart
22/07/2004 - 23/08/2004
All Pre (21 Readings) 43% 19% 38%
Pre-Bkfst (5 Readings) 40% 20% 40%
Pre-Lunch (10 Readings) 40% 20% 40%
Pre-Dinner (6 Readings) 50% 17% 33%
Bed (17 Readings) 41% 35% 24%
All Post (46 Readings) 52% 11% 37%
Post-Bkfst (11 Readings) 55% 9% 36%
Post-Lunch (21 Readings) 57% 10% 33%
Post-Dinner (14 Readings) 43% 14% 43%
Sleep (5 Readings) 60% 20% 20%

Figure 89. Glucose Pie Chart Report: Summary Pie Charts

- A maximum of 10 individual pie charts (2 rows of 5) and 1 total pie chart summarizing the glucose readings for all configured time periods over the date range are displayed.
- A day (24 hours) is defined as pre-breakfast to pre-breakfast on Total Readings pie chart.
- The glucose target mode is your choice.
- Double-click a wedge on any of the pie charts to call up the **Diary List** entries that make up that wedge.

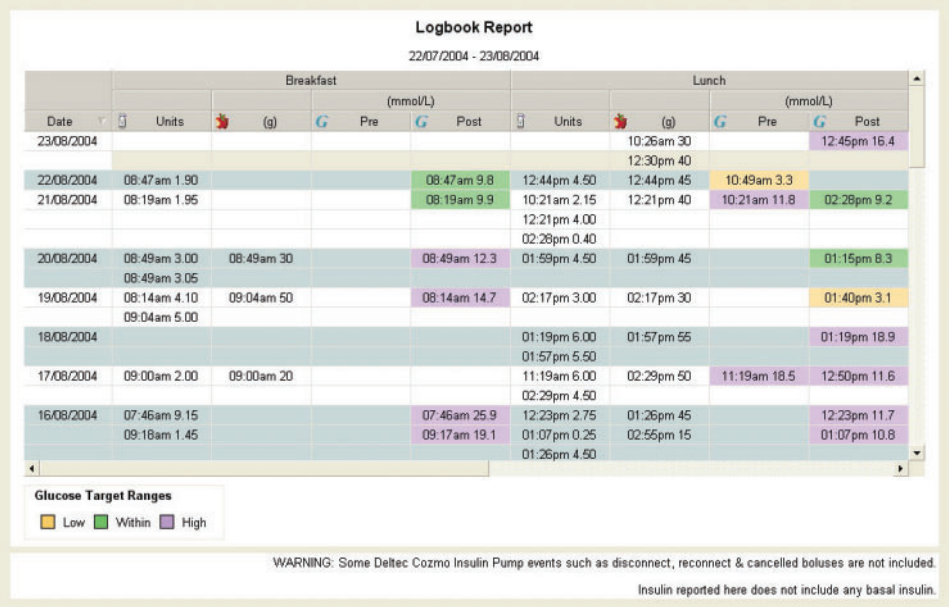
5.6.7 Logbook Report

The Logbook Report is a table of glucose, carbohydrate, and insulin values associated with each time period over the specified date range.

WARNING:

- Some Deltec Cozmo Insulin Pump events such as disconnect, reconnect and cancelled boluses are not included.

CAUTION: If any event data is Hidden, a comment will appear at the top of the report indicating the number of Hidden events. Hidden data will not be displayed or included in the calculations for this report.



Logbook Report

22/07/2004 - 23/08/2004

	Breakfast				Lunch			
			(mmol/L)				(mmol/L)	
Date	Units	(g)	Pre	Post	Units	(g)	Pre	Post
23/08/2004						10:26am 30		12:45pm 16.4
						12:30pm 40		
22/08/2004	08:47am 1.90			08:47am 9.8	12:44pm 4.50	12:44pm 45	10:49am 3.3	
21/08/2004	08:19am 1.95			08:19am 9.9	10:21am 2.15	12:21pm 40	10:21am 11.8	02:28pm 9.2
					12:21pm 4.00			
					02:28pm 0.40			
20/08/2004	08:49am 3.00	08:49am 30		08:49am 12.3	01:59pm 4.50	01:59pm 45		01:15pm 8.3
	08:49am 3.05							
19/08/2004	08:14am 4.10	09:04am 50		08:14am 14.7	02:17pm 3.00	02:17pm 30		01:40pm 3.1
	09:04am 5.00							
18/08/2004					01:19pm 6.00	01:57pm 55		01:19pm 18.9
					01:57pm 5.50			
17/08/2004	09:00am 2.00	09:00am 20			11:19am 6.00	02:29pm 50	11:19am 18.5	12:50pm 11.6
					02:29pm 4.50			
16/08/2004	07:46am 9.15			07:46am 25.9	12:23pm 2.75	01:26pm 45		12:23pm 11.7
	09:18am 1.45			09:17am 19.1	01:07pm 0.25	02:55pm 15		01:07pm 10.8
					01:26pm 4.50			

Glucose Target Ranges

Low Within High

WARNING: Some Deltec Cozmo Insulin Pump events such as disconnect, reconnect & cancelled boluses are not included.

Insulin reported here does not include any basal insulin.

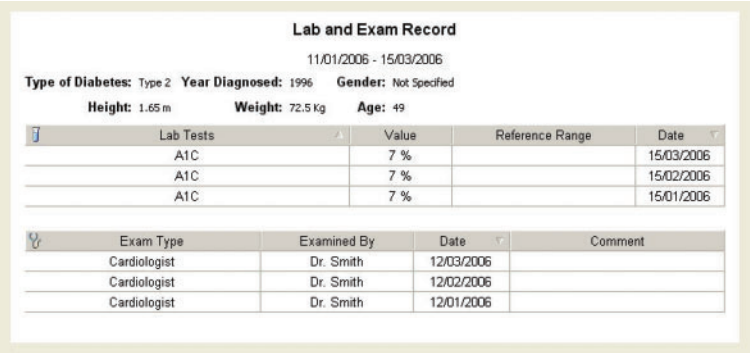
Figure 90. Logbook Report

- Insulin, carbohydrate, and pre-meal, post-meal, bedtime, and sleep glucose reading values are displayed in columns under each time period (Breakfast, Lunch, Dinner, Bed & Sleep) for each day over the date range.
- A day (24 hours) is defined as pre-breakfast to pre-breakfast.
- The glucose target mode is your choice.
- To call up the entry in the **Diary List**, double-click any cell in the row.

5.6.8 Lab and Exam Record Report

The Lab and Exam Record Report is a table of data from all Medical Exam and Lab Test Result data entry screens over the specified date range.

CAUTION: If any event data is Hidden, a comment will appear at the top of the report indicating the number of Hidden events. Hidden data will not be displayed or included in the calculations for this report.



Lab and Exam Record

11/01/2006 - 15/03/2006

Type of Diabetes: Type 2 **Year Diagnosed:** 1996 **Gender:** Not Specified

Height: 1.65 m **Weight:** 72.5 Kg **Age:** 49

Lab Tests	Value	Reference Range	Date
A1C	7 %		15/03/2006
A1C	7 %		15/02/2006
A1C	7 %		15/01/2006

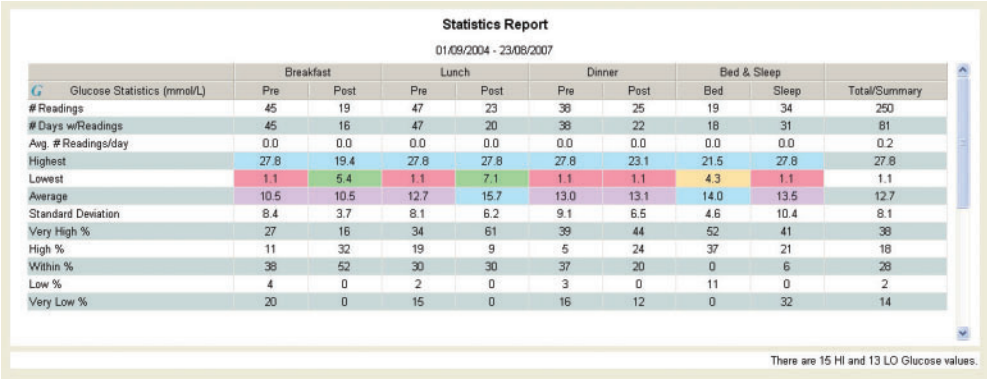
Exam Type	Examined By	Date	Comment
Cardiologist	Dr. Smith	12/03/2006	
Cardiologist	Dr. Smith	12/02/2006	
Cardiologist	Dr. Smith	12/01/2006	

Figure 91. Lab & Exam Record Report

- The screen shows a table of lab test data on the top and the exam data below. Each event is shown in one row.
- A day (24 hours) is defined as midnight to midnight.
- Double-click any cell in a row to go to the **Diary List** entry for the event.

5.6.9 Statistics Report

The Statistics Report provides an overview of glucose, carbohydrate, and insulin data (including insulin pump data) over the date range and displays it in a series of tables. You can attach the Statistics Report to any other report by enabling from **User Profile/Options** tab.



Statistics Report

01/09/2004 - 23/08/2007

	Breakfast		Lunch		Dinner		Bed & Sleep		
Glucose Statistics (mmol/L)	Pre	Post	Pre	Post	Pre	Post	Bed	Sleep	Total/Summary
# Readings	45	19	47	23	38	25	19	34	250
# Days w/Readings	45	16	47	20	38	22	18	31	81
Avg. # Readings/day	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.2
Highest	27.8	19.4	27.8	27.8	27.8	23.1	21.5	27.8	27.8
Lowest	1.1	5.4	1.1	7.1	1.1	1.1	4.3	1.1	1.1
Average	10.5	10.5	12.7	15.7	13.0	13.1	14.0	13.5	12.7
Standard Deviation	8.4	3.7	8.1	6.2	9.1	6.5	4.6	10.4	8.1
Very High %	27	16	34	61	39	44	52	41	38
High %	11	32	19	9	5	24	37	21	18
Within %	38	52	30	30	37	20	0	6	28
Low %	4	0	2	0	3	0	11	0	2
Very Low %	20	0	15	0	16	12	0	32	14

There are 15 HI and 13 LO Glucose values.

Figure 92. Statistics Report: Glucose Statistics

- A day (24 hours) is defined as pre-breakfast to pre-breakfast.
- The glucose target mode is your choice.
- Double-click any cell to see the entries from the **Diary List** that are included in the data set for a particular statistical calculation.

Glucose Statistics Table

The Glucose Statistics Table shows data regarding the number of readings per day, the values of the highest and lowest readings in each time period, and the results of some automatic calculations (averages and standard deviation) within and across time periods.

CAUTION: If any event data is Hidden, a comment will appear at the top of the report indicating the number of Hidden events. Hidden data will not be displayed or included in the calculations for this report.

# Readings	**By Time Period:** Reports the number of readings recorded during the Time Period specified for each day of the selected Date Range. **Total/Summary:** Reports the number of readings recorded during the selected Date Range.
# Days w/ Readings	**By Time Period:** Reports the number of days within the selected Date Range where one or more readings are recorded during the specified Time Period. **Total/Summary:** Reports the number of days within the selected Date Range where one or more readings are recorded.
Avg # Readings/Day	**By Time Period:** Reports the number of readings recorded during the Time Period specified for each day of the selected Date Range divided by the number of days in the selected Date Range regardless of whether a glucose reading was recorded or not. **Total/Summary:** Reports the number of readings recorded during the selected Date Range divided by the number of days in the selected Date Range regardless of whether a glucose reading was recorded or not.
Highest	**By Time Period:** Reports the highest reading recorded during the Time Period specified within the selected Date Range. **Total/Summary:** Reports the highest reading recorded during the selected Date Range.
Lowest	**By Time Period:** Reports the lowest reading recorded during the Time Period specified within the selected Date Range. **Total/Summary:** Reports the lowest reading recorded during the selected Date Range.
Average	**By Time Period:** Reports the sum of the readings recorded during the selected Date Range that fall within the specified Time Period divided by the number of readings recorded during the selected Date Range that fall within the specified Time Period. **Total/Summary:** Reports the sum of the readings recorded during the selected Date Range divided by the number of readings recorded during the selected Date Range.

Standard Deviation

By Time Period: Reports the standard deviation* of the readings recorded during the Time Period specified within the selected Date Range.
Total/Summary: Reports the standard deviation* of the readings recorded during the selected Date Range.
Note: N/A is displayed where fewer than three readings are recorded.

*Standard deviation is a statistical calculation that tells how close a set of values is clustered around the average of those values. It is a measure of dispersal or variation of the patient's average glucose level. For example, a small number (less than half the average) indicate that most of the glucose readings during the day are close to the average value and that the patient is maintaining glucose levels near that value. A large number (more than half the average) indicates that many glucose levels during the day vary considerably from the average and that the patient is not maintaining glucose levels near the average value.

Above %

By Time Period: Reports the number of readings recorded above the patient's defined normal glucose limits during the Time Period specified within the selected Date Range divided by the total number of readings recorded during the Time Period specified within the selected Date Range** and multiplied by 100.
Total/Summary: Reports the total number of readings recorded above the patient's defined normal glucose limits during the selected Date Range divided by the total number of readings recorded during the selected Date Range** and multiplied by 100.

Within %

By Time Period: Reports the number of readings recorded within the patient's defined normal glucose limits during the Time Period specified within the selected Date Range divided by the total number of readings recorded during the Time Period specified within the selected Date Range and multiplied by 100.
Total/Summary: Reports the total number of readings recorded within the patient's defined normal glucose limits during the selected Date Range divided by the total number of readings recorded during the selected Date Range and multiplied by 100.

Below %

By Time Period: Reports the number of readings recorded below the patient's defined normal glucose limits during the Time Period specified within the selected Date Range divided by the total number of readings recorded during the Time Period specified within the selected Date Range** and multiplied by 100.
Total/Summary: Reports the total number of readings recorded below the patient's defined normal glucose limits during the selected Date Range divided by the total number of readings recorded during the selected Date Range** and multiplied by 100.

** Available when three target zones are being reported: **Show Hypo/Hyper** not selected.

Very High %

By Time Period: Reports the number of readings recorded as hyperglycemic events during the Time Period specified within the selected Date Range divided by the total number of readings recorded during the Time Period specified within the selected Date Range*** and multiplied by 100.
Total/Summary: Reports the total number of readings recorded as hyperglycemic events during the selected Date Range divided by the total number of readings recorded during the selected Date Range*** and multiplied by 100.

High %

By Time Period: Reports the number of readings recorded above the patient's defined normal glucose limits and below the limits of a hyperglycemic event during the Time Period specified within the selected Date Range divided by the total number of readings recorded during the Time Period specified within the selected Date Range*** and multiplied by 100.
Total/Summary: Reports the total number of readings recorded above the patient's defined normal glucose limits and below the limits of a hyper event during the selected Date Range divided by the total number of readings recorded during the selected Date Range*** and multiplied by 100.

Low %

By Time Period: Reports the number of readings recorded below the patient's defined normal glucose limits and above the limits of a hypo event during the Time Period specified within the selected Date Range divided by the total number of readings recorded during the Time Period specified within the selected Date Range*** and multiplied by 100.
Total/Summary: Reports the total number of readings recorded below the patient's defined normal glucose limits and above the limits of a hypo event during the selected Date Range divided by the total number of readings recorded during the selected Date Range*** and multiplied by 100.

Very Low %

By Time Period: Reports the number of readings recorded as hypo events during the Time Period specified within the selected Date Range divided by the total number of readings recorded during the Time Period specified within the selected Date Range*** and multiplied by 100.
Total/Summary: Reports the total number of readings recorded as hypo events during the selected Date Range divided by the total number of readings recorded during the selected Date Range*** and multiplied by 100.

*** Available when five target zones are being reported: **Show Hypo/Hyper** selected.

Insulin Statistics Table

The Insulin Statistics table shows average insulin dosages over the date range (calculated from insulin data).

	Breakfast		Lunch		Dinner		Bed & Sleep		
Insulin Statistics (Units)	Pre	Post	Pre	Post	Pre	Post	Bed	Sleep	Total/Summary
Avg./day Long-Acting							10.00		10.00
Avg./day Pre-Mix	4.00	4.00	6.60	5.33	4.20	4.00			28.13
Avg./day Rapid-Acting					1.00				1.00
Avg./day Total Insulin	4.00	4.00	6.60	5.33	5.20	4.00	10.00		39.13

Carbs Statistics (Grams)	Breakfast	Lunch	Dinner	Snack	Total/Summary
Avg./day Carbohydrates	0	0	0	0	0

Figure 93. Statistics Report: Insulin and Carbohydrates Statistics Tables

Avg/Day (Insulin Name)

By Time Period: Reports the sum of the units of Insulin delivered during the Time Period specified for the selected Date Range divided by the number of days in the selected Date Range where that particular type of Insulin was recorded during that Time Period.
Total/Summary: Reports the sum of the units of Insulin delivered during the selected Date Range divided by the number of days in the selected Date Range where that particular type of Insulin was recorded.
Note: Separate entries exist for each type of Insulin recorded.

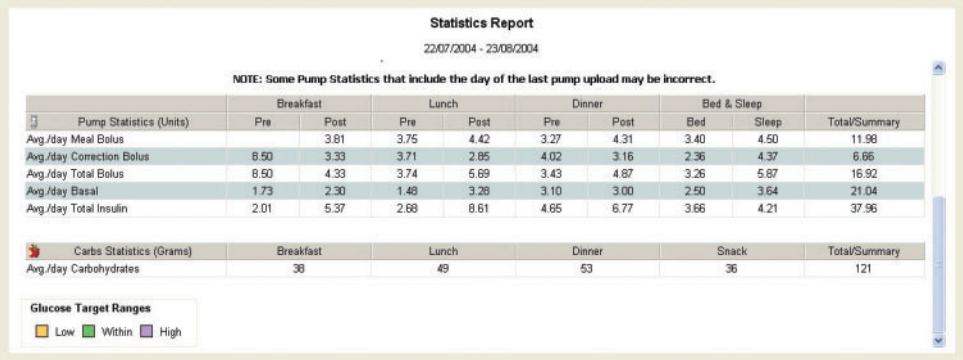
Avg/Day Total Insulin

By Time Period: Reports the sum of the units of all Insulin delivered during the Time Period specified for the selected Date Range divided by the number of days in the selected Date Range where any type of Insulin was recorded during that Time Period.
Total/Summary: Reports the sum of the units of all Insulin delivered during the selected Date Range divided by the number of days in the selected Date Range where any type of Insulin was recorded.

Note: These entries are calculated using all types of insulin recorded.

Pump Statistics Table

If your insulin is administered by pump, the table will say **Pump Statistics** (instead of **Insulin Statistics**) and display the following information**:**



Statistics Report

22/07/2004 - 23/08/2004

NOTE: Some Pump Statistics that include the day of the last pump upload may be incorrect.

	Breakfast		Lunch		Dinner		Bed & Sleep		
Pump Statistics (Units)	Pre	Post	Pre	Post	Pre	Post	Bed	Sleep	Total/Summary
Avg./day Meal Bolus		3.81	3.75	4.42	3.27	4.31	3.40	4.50	11.98
Avg./day Correction Bolus	8.50	3.33	3.71	2.85	4.02	3.16	2.36	4.37	6.66
Avg./day Total Bolus	8.50	4.33	3.74	5.69	3.43	4.87	3.26	5.87	16.92
Avg./day Basal	1.73	2.30	1.48	3.28	3.10	3.00	2.50	3.64	21.04
Avg./day Total Insulin	2.01	5.37	2.68	8.61	4.65	6.77	3.66	4.21	37.96

Carbs Statistics (Grams)	Breakfast	Lunch	Dinner	Snack	Total/Summary
Avg./day Carbohydrates	38	49	53	36	121

Glucose Target Ranges

Low Within High

Figure 94. Statistics Report: Pump and Carbohydrates Statistics Tables

Avg/Day Meal Bolus

By Time Period: Reports the sum of all Meal Bolus Insulin recorded during the specified Time Period for the selected Date Range divided by the number of days in the selected Date Range where Meal Bolus Insulin entries were recorded during that Time Period.
Total/Summary: Reports the sum of all Meal Bolus Insulin recorded during the selected Date Range divided by the number of days in the selected Date Range where Meal Bolus Insulin entries were recorded.

Note: Meal Bolus is defined as the sum of all insulin entries (from pump uploads and manual entries) of the following injection types: Injection, Bolus, Meal Bolus, Combination Bolus, Dual Wave Bolus, and Square Wave Bolus.

Avg/Day Correction Bolus

By Time Period: Reports the sum of all Correction Bolus Insulin recorded during the specified Time Period for the selected Date Range divided by the number of days in the selected Date Range where Correction Bolus Insulin entries were recorded during that Time Period.
Total/Summary: Reports the sum of all Correction Bolus Insulin recorded during the selected Date Range divided by the number of days in the selected Date Range where Correction Bolus Insulin entries were recorded.

Avg/Day Total Bolus	**By Time Period:** Reports the sum of all Meal and Correction Bolus Insulin entries recorded during the specified Time Period for the selected Date Range divided by the number of days in the selected Date Range where Meal and Correction Bolus Insulin entries were recorded during that Time Period. **Total/Summary:** Reports the sum of all Meal and Correction Bolus Insulin entries recorded during the selected Date Range divided by the number of days in the selected Date Range where Meal and Correction Bolus Insulin entries were recorded.
Avg/Day Basal	**By Time Period:** Reports the sum of the Basal Insulin delivered during the Time Period specified for the selected Date Range divided by the number of days in the selected Date Range where Basal Insulin was recorded for that Time Period. **Total/Summary:** Reports the sum of the Basal Insulin delivered during the selected Date Range divided by the number of days in the selected Date Range where Basal Insulin was recorded.
Avg/Day Total Insulin	**By Time Period:** Reports the sum of the Total Bolus and Basal Insulin doses delivered during the Time Period specified for the selected Date Range divided by the number of days in the selected Date Range where Insulin entries were recorded for that Time Period. **Total/Summary:** Reports the sum of the Total Bolus and Basal Insulin doses delivered during the selected Date Range divided by the number of days in the selected Date Range where Insulin entries were recorded.

Note: Days where no Insulin entries were recorded during the specified Time Period will not be included in the By Time Period calculation. Days where no Insulin entries were recorded will not be included in the Total calculation.

WARNING:

- Imports from the CoZmanager System (pump) include data only from full days (24 hours), not partial days. This is so that CoZmanager can provide daily totals.

WARNING:

- Some Deltec Cozmo Insulin Pump events such as disconnect, reconnect and cancelled boluses are not included.

CAUTION: Total Insulin statistics based on data from the CoZmanager System (pump) may differ from the sum of the individual insulin fields that make up the total. This is because CoZmanager may record the amount of a cancelled bolus. The Total Insulin statistic on any CoPilot system report displays only the insulin delivered, not the cancelled bolus.

CAUTION: Total Insulin statistics may appear to vary from report to report. This is usually due to how the report defines a day.

Carbohydrate Statistics Table

The Carbohydrates Statistics table shows average carbohydrates over the date range (calculated from carbohydrates data).

Carbs Statistics (Grams)	Breakfast	Lunch	Dinner	Snack	Total/Summary
Avg./day Carbohydrates	38	49	53	36	121

Figure 95. Statistics Report-Carbohydrates Statistics Table

Avg/Day Carbs

By Time Period: Reports the sum of the meal Carbohydrate intake for the Time Period specified during the selected Date Range divided by the number of days within the selected Date Range where meal Carbohydrate entries were recorded during the Time Period specified.
Total/Summary: Reports the sum of the meal Carbohydrate intake during the selected Date Range divided by the number of days within the selected Date Range where meal Carbohydrate entries were recorded.

Note: Days where no Meal entries were recorded during the specified **Time Period** will not be included in the **By Time Period** average. Days where no Meal entries were recorded will not be included in the **Total** average.

5.6.10 Daily Combination View Report

The Daily Combination View Report summarizes glucose, carbohydrate, and insulin data (including pump data) for a *single day* and displays it in both graphic and table formats.

- To select the day for the data you want to see, use the date field on the right. Also, set the date field on the left to the same date.

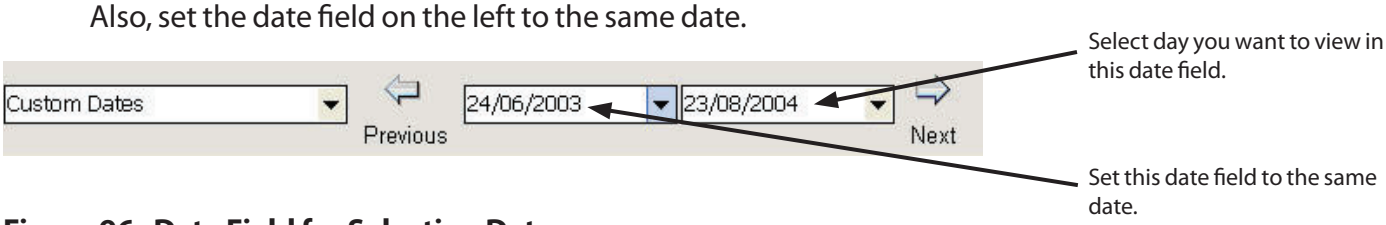


Figure 96. Date Field for Selecting Date

- A day (24 hours) is defined as midnight to midnight.
- The glucose target mode is your choice.

Note: **Week Days** filters do not apply to the **Daily Combination View Report**. See *Section 5.3.2: Data Filters*.

CAUTION: If any event data is Hidden, a comment will appear at the top of the report indicating the number of Hidden events. Hidden data will not be displayed or included in the calculations for this report.

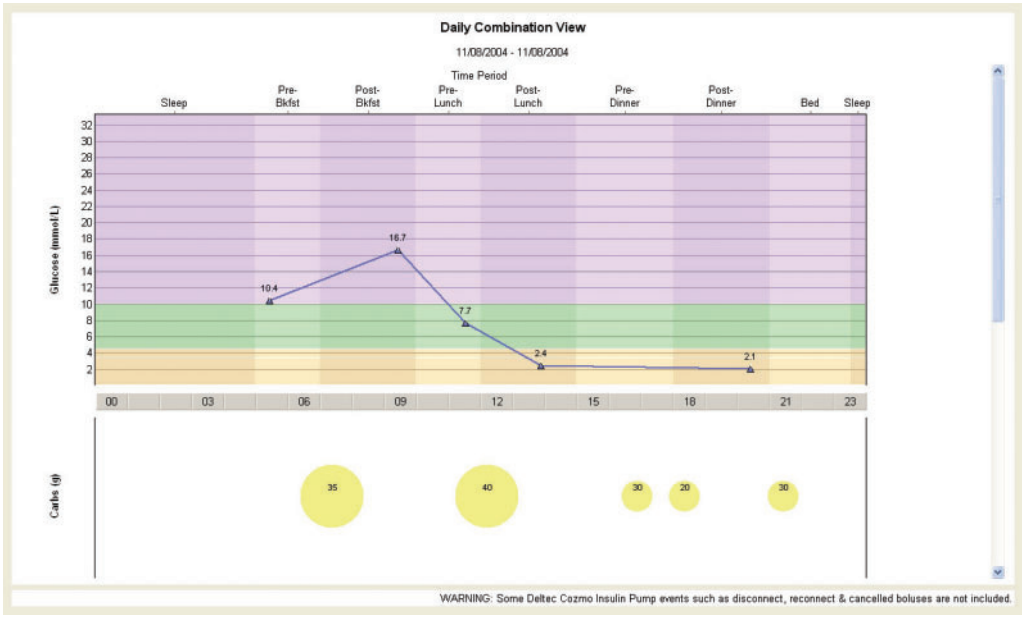


Figure 97. Daily Combination View: Glucose Line and Carbohydrates Graphs

Glucose Line Graph

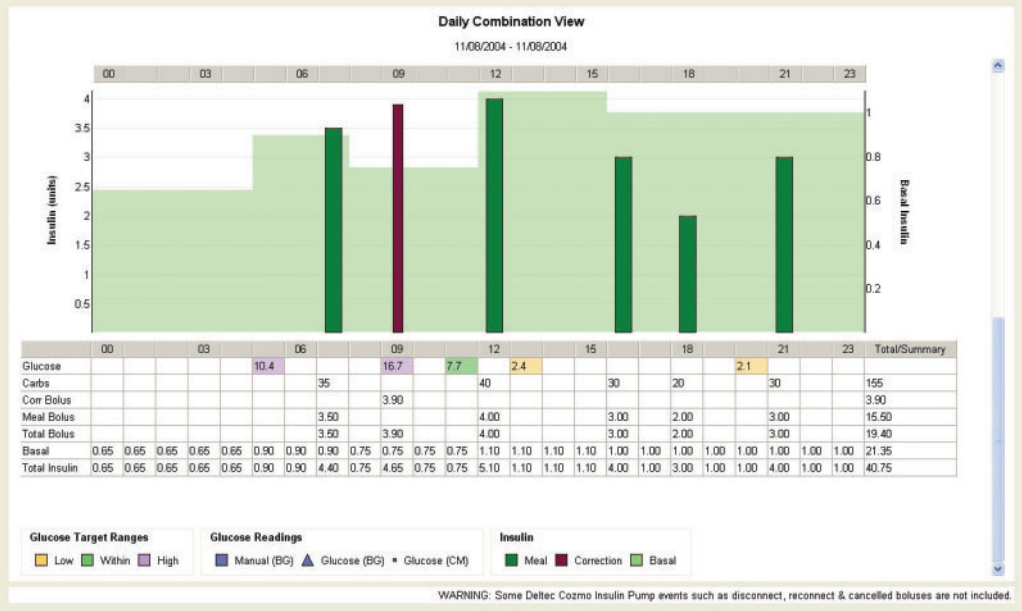
The Glucose Line graph plots glucose readings by hour of day.

- The horizontal axis is a 24-hour timeline. The vertical axis plots the glucose level.
- Each data symbol represents one reading. Hover the cursor over the data symbol to see the glucose value, date, and time of that reading.
- Double-click a data symbol to view this entry in the **Diary List**.
- To display or hide the solid line connecting the data symbols, right-click a data symbol, and select **Toggle Glucose Line** from the context menu.

Carbohydrates Graph

The Carbohydrates Graph plots carbohydrate events by hour of day.

- The carbohydrate data symbol represents one carbohydrate event. The size of the circle is proportional to the carbohydrate value. Its position along the horizontal axis corresponds to the time (hour) of the meal.
- Double-Click to view this entry in the **Diary List**.



	00	03	06	09	12	15	18	21	23	Total/Summary
Glucose			10.4	16.7	7.7	2.4		2.1		
Carbs			35		40	30	20	30		155
Corr Bolus				3.90						3.90
Meal Bolus			3.50		4.00	3.00	2.00	3.00		15.50
Total Bolus			3.50	3.90	4.00	3.00	2.00	3.00		19.40
Basal	0.65	0.65	0.65	0.65	0.65	0.90	0.90	0.90	0.75	0.75	0.75	0.75	1.10	1.10	1.10	1.10	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	21.35
Total Insulin	0.65	0.65	0.65	0.65	0.65	0.90	0.90	4.40	0.75	4.65	0.75	0.75	5.10	1.10	1.10	1.10	4.00	1.00	3.00	1.00	1.00	4.00	1.00	1.00	40.75

Figure 98. Daily Combination View Report: Insulin Summary and Data Table

Insulin Summary

The Insulin Summary graph plots insulin events by hour of day.

- The horizontal axis is a 24-hour timeline. The vertical axis is units of insulin.
- Basal insulin data (light green shaded area) can be imported into the CoPilot system only from CoZmanager software.
- Each dark green bar represents one meal bolus insulin event. Its position along the horizontal axis corresponds to the time (hour) of the insulin event. Its height correlates with dosage. Double-click to view this entry in the **Diary List**.
- Each red bar represents one correction bolus insulin event. Its position along the horizontal axis corresponds to the time (hour) of the insulin event. Its height correlates with dosage. Double-click to view this entry in the **Diary List**.
- If pump data has not been imported into the CoPilot system from CoZmanager software, manually entered meal bolus and correction bolus will not appear separately. Instead, a green bar will indicate all manually entered bolus events. Its position along the horizontal axis corresponds to the time (hour) of the insulin event. Its height correlates with dosage. Double-click to view this entry in the Diary List.
- The scale is indicated on the left.

Data Table

The Data Table tracks glucose, carbohydrates, and insulin values hourly.

- Each column represents 1 hour.
- Each event type is one row.
- Each event is one cell. The value associated with the event displays in the cell. Double-click the cell to view this event in the **Diary List**.

Note: The symbol "**...**" indicates that the full value does not fit in the space provided. To call up the full entry in the **Diary List**, double-click "**...**".

WARNING:

- Imports from the CoZmanager System (pump) include data only from full days (24 hours), not partial days. This is so that CoZmanager can provide daily totals.

WARNING:

- Some Deltec Cozmo Insulin Pump events such as disconnect, reconnect and cancelled boluses are not included.

CAUTION: Total Insulin statistics based on data from the CoZmanager System (pump) may differ from the sum of the individual insulin fields that make up the total. This is because CoZmanager may record the amount of a cancelled bolus. The Total Insulin statistic on any CoPilot system report displays only the insulin delivered, not the cancelled bolus.

CAUTION: Total Insulin statistics may appear to vary from report to report. This is usually due to how the report defines a day.

5.6.11 Weekly Pump View Report

The Weekly Pump View Report shows the components of insulin doses for each day in a seven-day period in bar graph and pie chart formats.

CAUTION: If any event data is Hidden, a comment will appear at the top of the report indicating the number of Hidden events. Hidden data will not be displayed or included in the calculations for this report.

To select the week (7 days) for the data you want to view:

- Using the date field on the right, select the last date in the week you want to see (3/17/07, for example).
- Set the date field on the left to the first day of that week (3/11/07, for example).

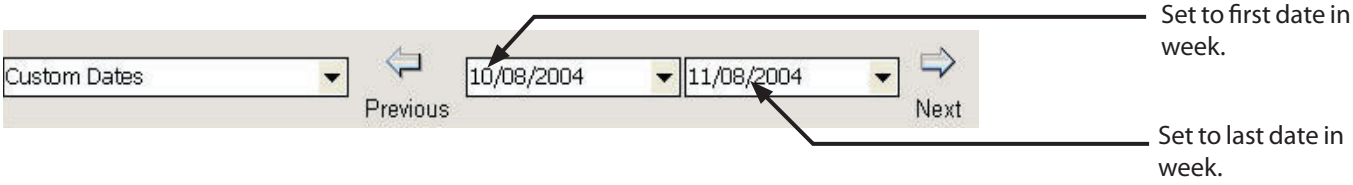
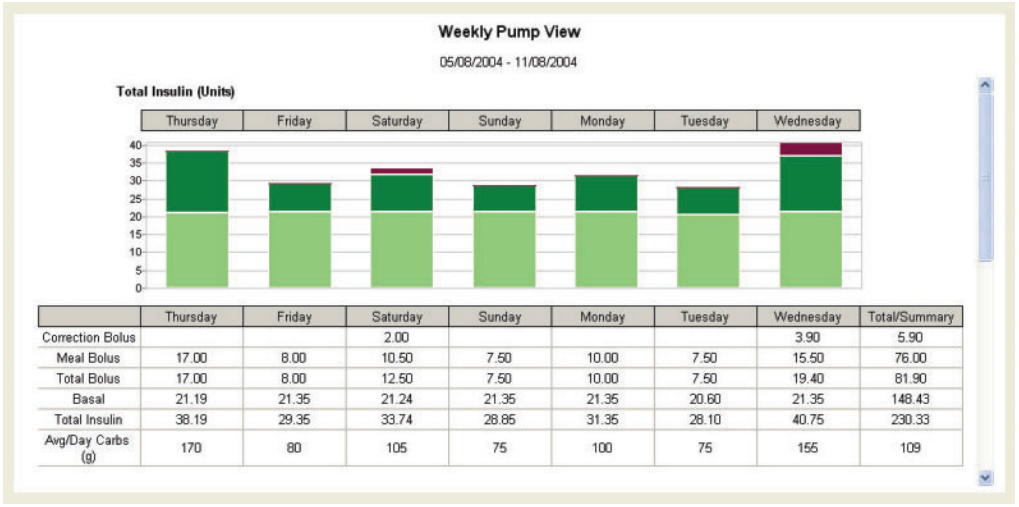


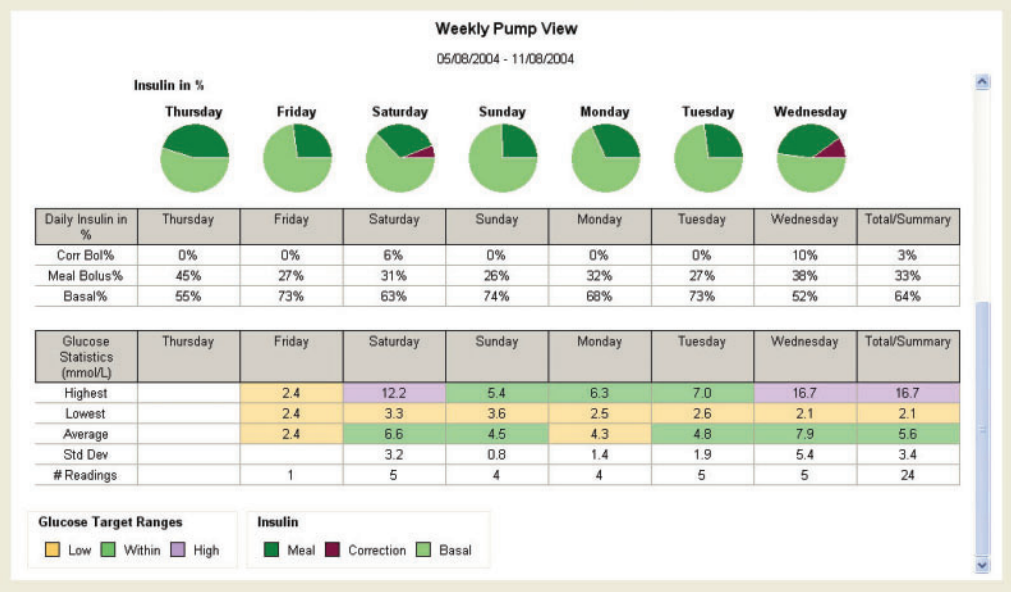
Figure 99. Date Field for Selecting Date

- A day (24 hours) is defined as midnight to midnight.
- The glucose target mode is **Standard**.



	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Total/Summary
Correction Bolus			2.00				3.90	5.90
Meal Bolus	17.00	8.00	10.50	7.50	10.00	7.50	15.50	76.00
Total Bolus	17.00	8.00	12.50	7.50	10.00	7.50	19.40	81.90
Basal	21.19	21.35	21.24	21.35	21.35	20.60	21.35	148.43
Total Insulin	38.19	29.35	33.74	28.85	31.35	28.10	40.75	230.33
Avg/Day Carbs (g)	170	80	105	75	100	75	155	109

Figure 100. Weekly Pump View Report: Bar Graph



Daily Insulin in %	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Total/Summary
Corr Bol%	0%	0%	6%	0%	0%	0%	10%	3%
Meal Bolus%	45%	27%	31%	26%	32%	27%	38%	33%
Basal%	55%	73%	63%	74%	68%	73%	52%	64%

Glucose Statistics (mmol/L)	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Total/Summary
Highest		2.4	12.2	5.4	6.3	7.0	16.7	16.7
Lowest		2.4	3.3	3.6	2.5	2.6	2.1	2.1
Average		2.4	6.6	4.5	4.3	4.8	7.9	5.6
Std Dev			3.2	0.8	1.4	1.9	5.4	3.4
# Readings		1	5	4	4	5	5	24

Figure 101. Weekly Pump View Report: Pie Charts and Glucose Statistics Table

- Double-click any cell to view this entry in the **Diary List**.
- Basal insulin data (light green shaded area) is imported into the CoPilot system only from CoZmanager System software.
- A **Glucose Statistics** table summarizes the glucose readings for the week displayed.

WARNING:

- Imports from the CoZmanager System (pump) include data only from full days (24 hours), not partial days. This is so that CoZmanager can provide daily totals.

CAUTION: Total Insulin statistics based on data from the CoZmanager System (pump) may differ from the sum of the individual insulin fields that make up the total. This is because CoZmanager may record the amount of a cancelled bolus. The Total Insulin statistic on any CoPilot system report displays only the insulin delivered, not the cancelled bolus.

CAUTION: Total Insulin statistics may appear to vary from report to report. This is usually due to how the report defines a day.

5.6.12 HCP Group Analysis Report

The HCP Group Analysis Report is available to HCP Users only. This report is a user-configurable view of all CoPilot system data for all patients of the HCP. The HCP can display data for any patient he/she manages. This includes all device data uploaded during a patient visit, and all data entered manually. This report facilitates viewing and comparing of data for all patients of the HCP or clinic.

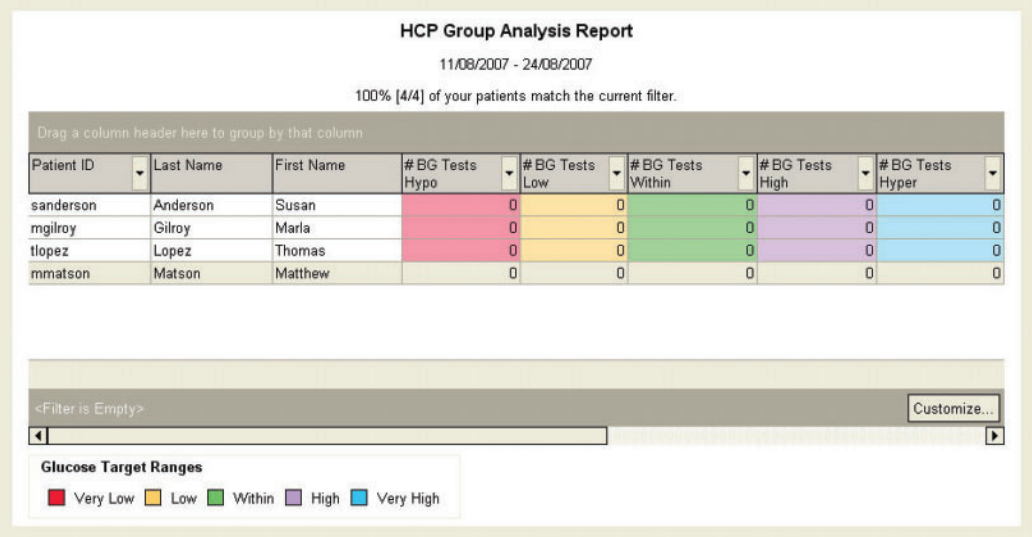

HCP Group Analysis Report
11/08/2007 - 24/08/2007
100% [4/4] of your patients match the current filter.
Drag a column header here to group by that column
Patient ID
Last Name
First Name
BG Tests Hypo
BG Tests Low
BG Tests Within
BG Tests High
BG Tests Hyper
sanderson Anderson Susan 0 0 0 0 0
mgilroy Gilroy Marla 0 0 0 0 0
tlopez Lopez Thomas 0 0 0 0 0
mmatson Matson Matthew 0 0 0 0 0
<Filter is Empty>
Customize...
Glucose Target Ranges
Very Low
Low
Within
High
Very High

Figure 102. HCP Group Analysis Report

- By default, the report displays with column heads for **Patient ID**, **Last Name**, **First Name**, and for a number of event-related data fields.
- Data for each patient displays in one row. Each glucose value displays in a cell shaded the unique colour of its target range.
- The glucose target mode is **Standard**.
- A day (24 hours) is defined as midnight to midnight.

Columns

You can customize the columns in the **HCP Group Analysis Report** by changing the order of events in a column, adding and removing columns, and resizing columns.

Change Order of Events

- To reverse the order of items in any column, click the column heading, and click the little arrow that appears to the right of the heading. Do the same to change the order back to its original sequence.

Add/Remove Columns

- To remove a column from the report, drag-and-drop the column head cell off the table.
- To add a column to the report, right-click anywhere on the table to call up a context menu. Click **Customize Columns**.

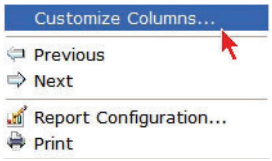


Figure 103. Context Menu

The **Customization** list displays. From the list, select the column head you want to add. Next, drag-and-drop it to the preferred position in the column-head row. Two green arrows display to help you position the column.

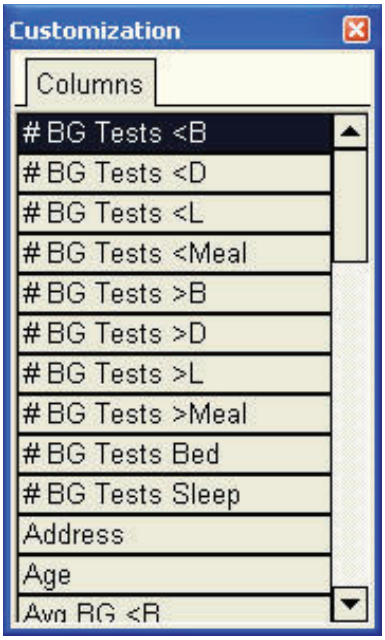


Figure 104. Customization List

Move/Resize Columns

- To move columns left or right in the table, drag-and-drop the column-head cell to the preferred position in the column head row.
- To adjust the width of any column, use the sizing tool that becomes active when you hover your pointer over the right margin of the column-head cell.

Note: The **Insulin** column contains the **Insulin Type** entered in the **Prescribed Plan**. The Medication column contains the **Medication Type**, entered in the **Prescribed Plan**.

Data Filter

For most column-heads in the table, you can configure a data filter using the selection list. To display the selection list for any column, click the down-arrow on the right.

- To display data for all patients, with any or no entry in the corresponding data field, click **All**.
- To customize the data filter, click **Customize**. Complete the **Filter Builder** dialog box.
- To save your custom changes:
  1. Click **Customize** (bottom right of screen). The **Filter Builder** screen displays.
  2. Click **Save As**. Enter a filename. Next, click **Save**.

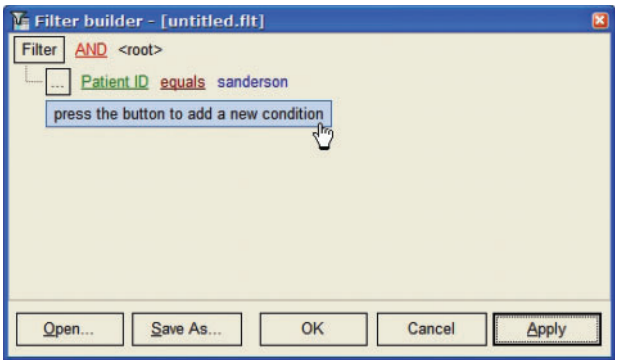


Figure 105. Filter Builder Tool

6 Prescribed Plan

The CoPilot system provides an additional utility, called the **Prescribed Plan**. This utility stores guidelines which have been given by your Healthcare Professional.

6.1 Prescribed Plan

You can use the Prescribed Plan to store and review prescribed guidelines from your HCP, for the following information:

- Insulin type, dosage, and time of day
- Insulin sensitivity
- Medication type, dosage, and time of day
- Carbohydrates for each individual meal time
- Ratio of amount of insulin per grams of carbohydrate

You can add information for each of the items listed above, for breakfast, lunch, dinner, bedtime and a snack. You can also add comments or notes that you would like to keep.

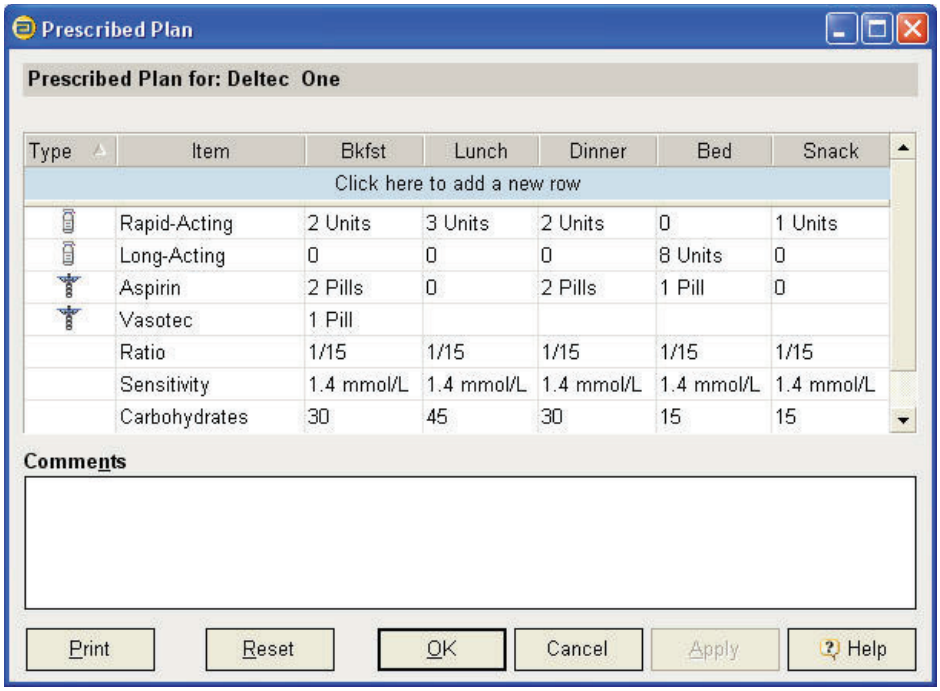


Figure 106. Prescribed Plan

Sensitivity

Sensitivity is your insulin sensitivity factor. It is based on the amount of blood glucose lowered by **1** (one) unit of insulin within a specific time frame. This is also called your *insulin correction factor*. Your insulin sensitivity factor is determined by your HCP.

Ratio

Ratio is the insulin-to-carbohydrate ratio. It is used to determine how much insulin to administer per grams of carbohydrates eaten. Your insulin-to-carbohydrate ratio is determined by your HCP.

WARNING:

- Do not change your medication unless advised by your healthcare professional.

WARNING:

- Be sure to enter and check all values carefully. The CoPilot system cannot check that the entries you make are correct for your personal needs. Serious effects on your health could result from relying on or using improper or incomplete entries. Discuss the data entry options available with your HCP so you are both clear on the amount and types of information for therapy analysis.

CAUTION: Contact your healthcare professional for guidance on determining and using your insulin dosages, insulin-to-carbohydrate ratios, and insulin sensitivities.

CAUTION: Contact your healthcare professional for guidance on determining and using your prescribed carbohydrate intake.

CAUTION: The CoPilot system does not calculate your insulin sensitivity or your insulin-to-carbohydrate ratio. These should always be determined by your healthcare professional.

6.2 Filling-in a Prescribed Plan

To fill in a **Prescribed Plan**:

1. Click **References > Prescribed Plan** on the menu bar. The **Prescribed Plan** screen displays.
2. Select an entry type from the **Type** list: **Insulin** or **Medication**.
   - Select **Insulin** to record an insulin type.
   - Select **Medication** to record a medication type.
3. Enter the name of the **Insulin** or the **Medication** in the **Item** field.
4. Enter the **Dosage Amount** for each of the breakfast through snack meals.
5. Select **Ratio** to record the optimum meal-based insulin-to-carbohydrate ratio.
6. Select **Sensitivity** and enter the insulin correction factor your HCP calculated for you.
7. Select **Grams of Carbs** to record the optimum carbohydrate intake. Enter the desired number of grams of carbohydrate for each meal field.
8. Enter any comments in the **Comments** field (optional).
9. Click **OK** to save and close the **Prescribed Plan** window. (Or, to clear all data entered into the plan, click **Reset**.)

7 Database Management

The CoPilot system can create and alternately use more that one database. When you start the CoPilot system, it uses the same database that was used when the application was closed the last time. The CoPilot system changes databases only when you select a different database.

To ensure that your information remains accurate, the CoPilot system allows you to perform database maintenance. You can use the **Database Maintenance** feature to:

- **Archive:** Remove old data from the database and save it in a file.
- **Backup:** Save a copy of your current database in a backup file.
- **Restore:** Restore data from the last database backup or other database file.

7.1 Archiving Data

When you archive data, the data being archived is removed from the CoPilot system database and stored in a file. (To restore archived data, see *Section 7.3: Restoring Archived Data*.) Follow these instructions to create an archive data file.

1. Click **File > Database Maintenance > Archive.**

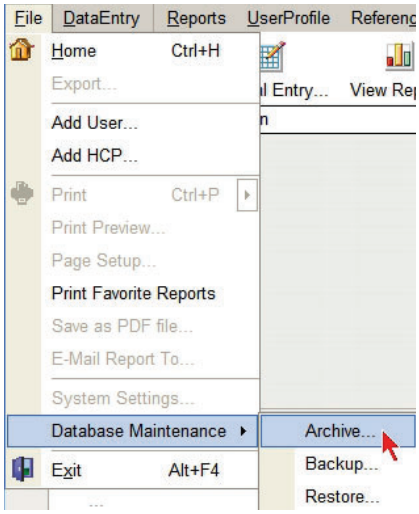


Figure 107. Database Archive Command

2. In the Archive Data window, **Select a Date**. Select the last date of the data to be included in the archive.
3. Click **OK**.

Figure 108. Select Archive Event Date

4. A file browser opens. In the **Save In** field, select the file location (folder).
5. Select the **Save as Type** for **XML file.**

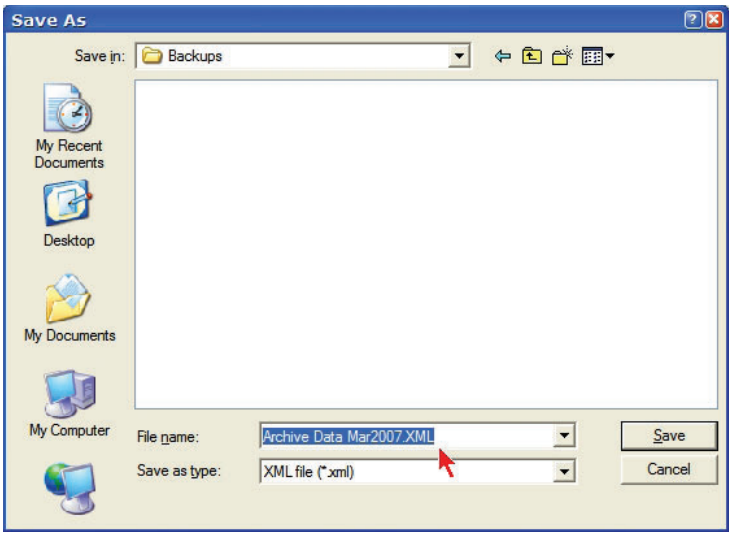


Figure 109. Save Archive Data File

6. Enter the **File Name** in the format *{file name}.xml*
7. Click **Save**. A progress bar is displayed.
8. A confirmation message is displayed when the process is complete.

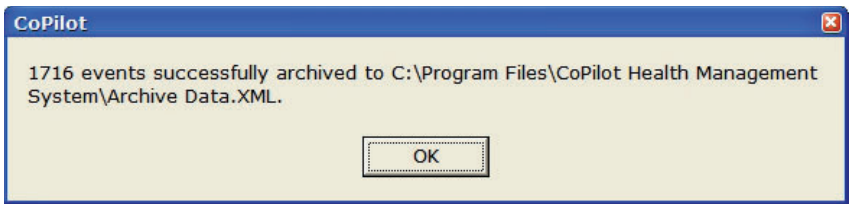


Fig. 110. Confirmation Message

9. Click **OK**.

7.2 Viewing Archived Data

To view archived data:

1. Open Windows Explorer (not Internet Explorer) or other Windows file manager.
2. Select the folder where you saved the archived ***.xml** file.

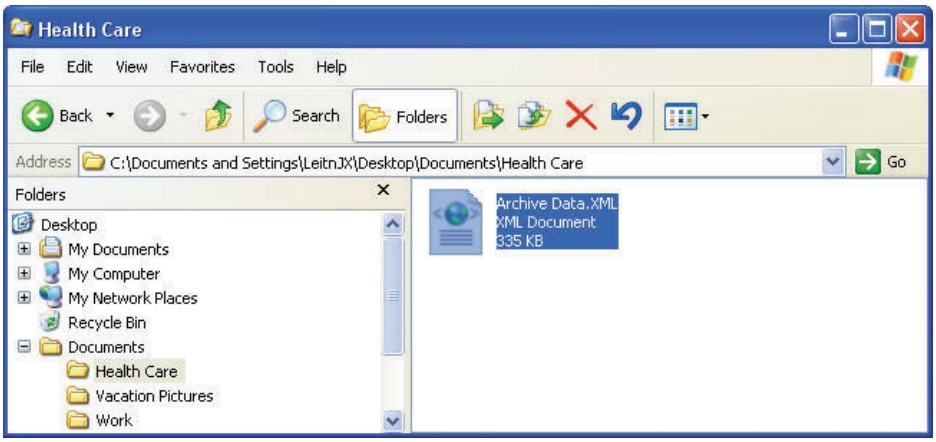


Figure 111. Location of Archived Data .XML File

3. Highlight the **archive file.**
4. Click **File > Open**. The archive file will open in a Web browser window. (You must have a Web browser or other **.xml** file viewer to open an **.xml** file.)

7.3 Restoring Archived Data

Follow this procedure to import archived data back into the CoPilot system database.

Note: It is a good idea to create a backup database file before you import data.

1. Click **DataEntry > Import > Import Events from File**.

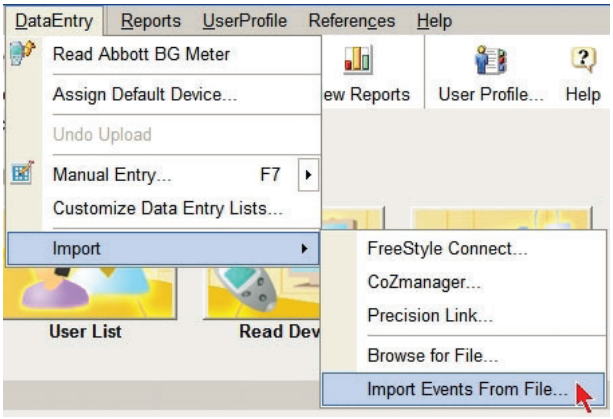


Figure 112. Restore Archive Data (Import Events from File)

1. A file browser opens. In the **Look In** field, select the file location (folder).
2. Select the **Files of Type** (***.xml or *.tab**).
3. Highlight the **archive file**. Click **Open**.
4. Importing begins and the **Importing** message displays the status.

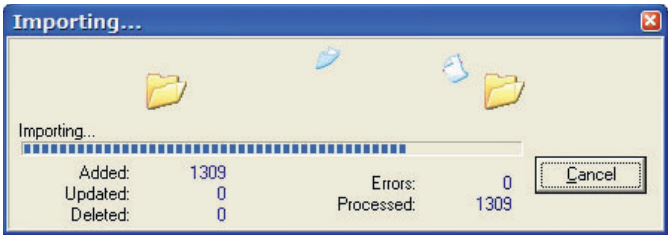


Figure 113. Importing Message

5. The **Importing** message closes when the process is complete.

7.4 Backing Up the Database

7.4.1 Automatic Database Backup

When the CoPilot system closes, it automatically creates a database backup file. To ensure that your data is safely stored, be sure to exit the CoPilot system when you are finished.

If you have a large database, an hourglass will appear until the automatic backup is complete.

7.4.2 Manual Database Backup

You can create a manual backup of your database at any time and save it in any directory.

1. Click **File > Database Maintenance > Backup.** A file browser opens.
2. In the **Save In** field, select the backup location (folder).
3. Enter the **File Name**.

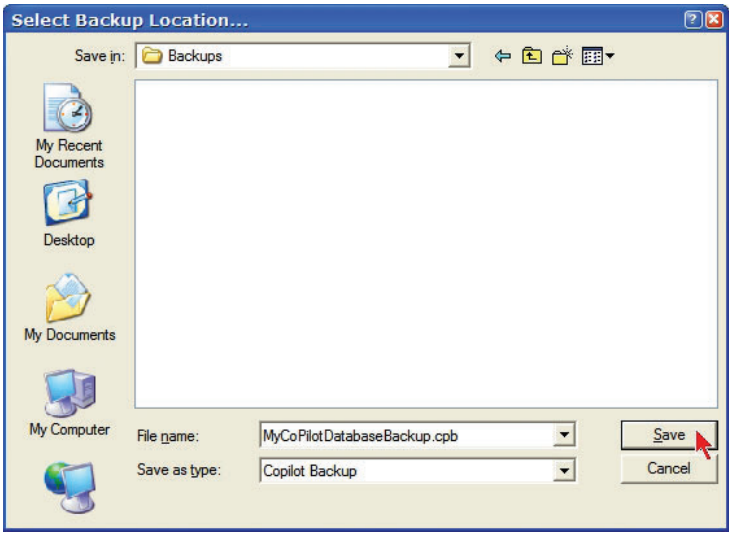


Figure 114. Select Backup Location

4. In the **Save as Type** field, select **CoPilot Backup.**
5. Click **Save**.

IMPORTANT: As a precaution, you should make a full backup of your CoPilot system database before upgrading your operating system.

7.5 Restoring a Backup Database

When the CoPilot system is started, it checks the integrity of the database. If the CoPilot system cannot open the database due to corruption or other conditions, it displays the following message:

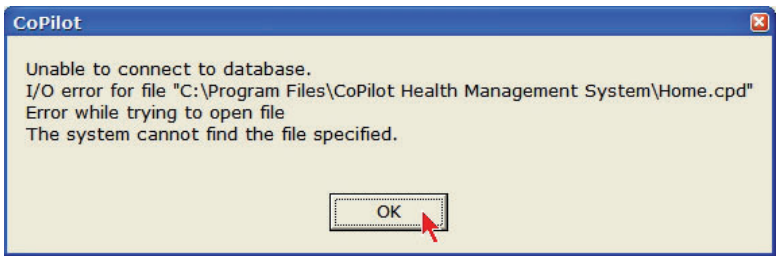

CoPilot
Unable to connect to database.
I/O error for file "C:\Program Files\CoPilot Health Management System\Home.cpd"
Error while trying to open file
The system cannot find the file specified.
OK

Figure 115. Database Error Message

Click **OK**. The next message asks if you want to open another database, restore a database from an automatic backup or create a new database (or quit).

Select **Restore it from the backup**, and click **OK.**

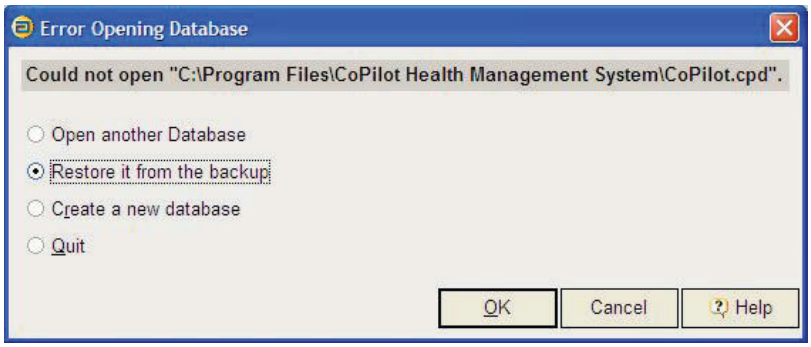


Figure 116. Error Opening Database Message

7.5.1 Restoring a Database Backup File

To restore a database:

1. Click **File > Database Maintenance > Restore**.
2. The CoPilot system will prompt you to confirm the operation.

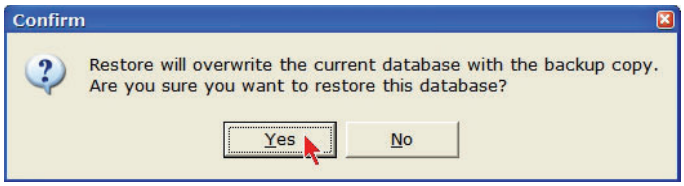

Confirm
Restore will overwrite the current database with the backup copy.
Are you sure you want to restore this database?
Yes
No

Figure 117. Confirmation Message

3. Click **YES**. A file browser opens.
4. In the **Look In** field, browse to the directory where the database is located.

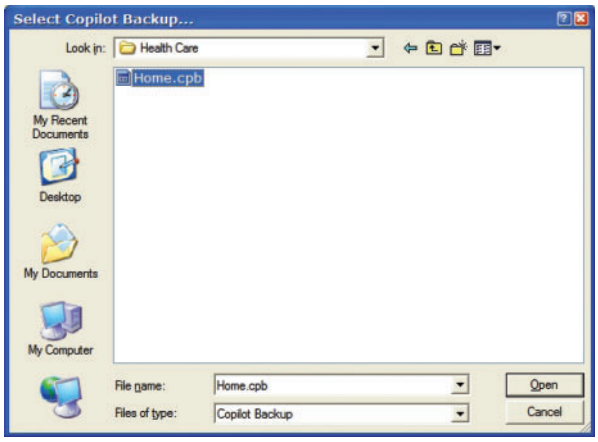


Figure 118. File Browser

5. In the **File of Type** field, select **CoPilot Backup** (file type is ***.cpb**).
6. Highlight the ***.cpb** file. The file name appears in **File Name** field.
7. Click **Open**.
8. The selected database is restored.
9. The CoPilot system prompts you to view the **Restore Log**.

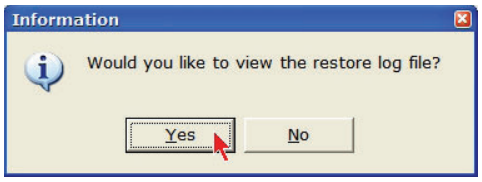


Figure 119. Prompt to View Restore Log

10. Click **Yes** to view restored transactions in the log. (Click **No** to complete the procedure.)

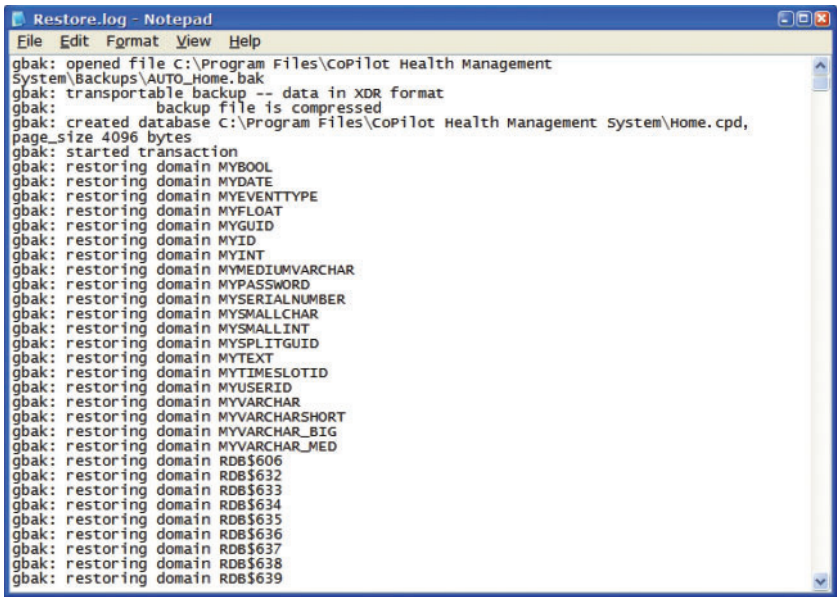

Restore.log - Notepad
File Edit Format View Help
gbak: opened file C:\Program Files\CoPilot Health Management System\Backups\AUTO_Home.bak
gbak: transportable backup -- data in XDR format
gbak: backup file is compressed
gbak: created database C:\Program Files\CoPilot Health Management System\Home.cpd, page_size 4096 bytes
gbak: started transaction
gbak: restoring domain MYBOOL
gbak: restoring domain MYDATE
gbak: restoring domain MYEVENTTYPE
gbak: restoring domain MYFLOAT
gbak: restoring domain MYGUID
gbak: restoring domain MYID
gbak: restoring domain MYINT
gbak: restoring domain MYMEDIUMVARCHAR
gbak: restoring domain MYPASSWORD
gbak: restoring domain MYSERIALNUMBER
gbak: restoring domain MYSMALLCHAR
gbak: restoring domain MYSMALLINT
gbak: restoring domain MYSPLITGUID
gbak: restoring domain MYTEXT
gbak: restoring domain MYTIMESLOTID
gbak: restoring domain MYUSERID
gbak: restoring domain MYVARCHAR
gbak: restoring domain MYVARCHARSHORT
gbak: restoring domain MYVARCHAR_BIG
gbak: restoring domain MYVARCHAR_MED
gbak: restoring domain RDB$606
gbak: restoring domain RDB$632
gbak: restoring domain RDB$633
gbak: restoring domain RDB$634
gbak: restoring domain RDB$635
gbak: restoring domain RDB$636
gbak: restoring domain RDB$637
gbak: restoring domain RDB$638
gbak: restoring domain RDB$639

Figure 120. Restore Log

7.5.2 Viewing the Restore Log

You can view the **Restore Log** at any time, as follows:

1. Close or minimize the CoPilot system.
2. Open Windows Explorer (not Internet Explorer) or other file manager.
3. Select the **CoPilot Health Management System** folder.
4. Highlight the file named **Restore.log**.
5. Click **File > Open**.

8 Security

This section explains how to set up and use *User IDs* and *Passwords*. It also explains how to set *User Rights*, the feature that allows an HCP or home user to define access rights for their own profile, and/or for other profiles (users) that share the system.

When you set user rights, you define the ability to create or edit other profiles, to define user rights for others, and to configure the CoPilot system settings.

8.1 System Administrator Profile

In the CoPilot system, there is a built-in user profile for the CoPilot System Administrator. You cannot use the system administrator profile to upload data or enter information. This profile is used generally for configuring security (user rights). It cannot be deleted, and system administrator user rights cannot be revoked. If you like, you can set or change the system administrator's password using the procedure below.

The default password for the system administrator is **Admin**. Follow procedures below to enable password protection.

8.2 Password Protection

Each user has a user ID (the name used for the profile). Defining a user ID is a required step in creating a profile. You can set the CoPilot system to request a user ID and password each time the CoPilot system starts, or each time a different user is selected in the Select User list (home user version) or Select HCP list (HCP version).

To turn on password protection:

1. Click **File > System Settings**.
2. In the System Setting window, select **Require User Logon**.

Note: If *File > System Settings* is grey, you do not have the user rights to turn on password protection. See *Section 8.3: Defining User Rights*.

8.2.1 The Logon to System Screen

To log on to the CoPilot system, enter your user ID and password.

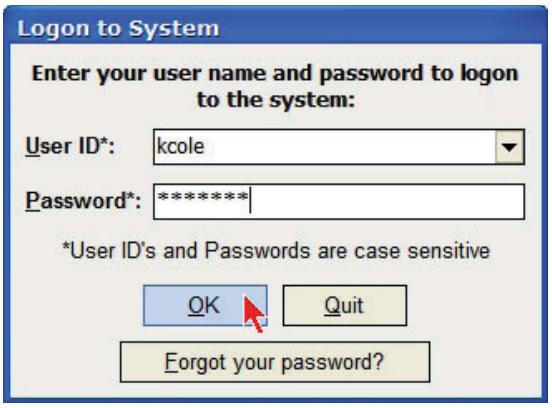


Figure 121. System Logon Screen

1. Type in your **User ID** and **Password.**
2. Click **OK**. The home page appears.

8.3 Defining User Rights

Any HCP or home user can define user rights for their own profile, or for other profiles. (But only if they already have been granted permission to change user rights.)

The system administrator (in either the HCP or home user version) can set or revoke the user rights for any other profile.

If user rights are granted to a user (profile) to allow editing of user rights for others, HCPs and home users can set user rights as follows:

- HCPs can define user rights for their own profile, or for other HCP profiles.
- Home users can define user rights for their own profile, or for other home user profiles.

8.3.1 User Rights Options for HCP and Home Users

User Rights Option	Description
Edit Data	Select to allow the user to edit events and user profiles. Without this right, the user cannot change or hide events, nor delete or change another user's profile. The user can, however, edit his/her own profile, add another user, or enter (add) data by manual entry, device upload, or import.
Assign User Rights	Select to allow any user to change user rights of other users. Deselect to allow the user to view but not change user rights (for others or their own.)
Configure System Settings	Select to allow the user to change System Settings. If the user does not have this right, the System Settings option is greyed out.

8.3.2 Assigning Your Own User Rights - HCP and Home User

If you are the initial HCP or home user, you are automatically granted full user rights. With this status, you can change your own user rights and assign rights for other profiles.

To change user rights in your own profile:

1. Open your profile
2. Click **Rights** in the lower left corner.
3. The User Rights screen displays.

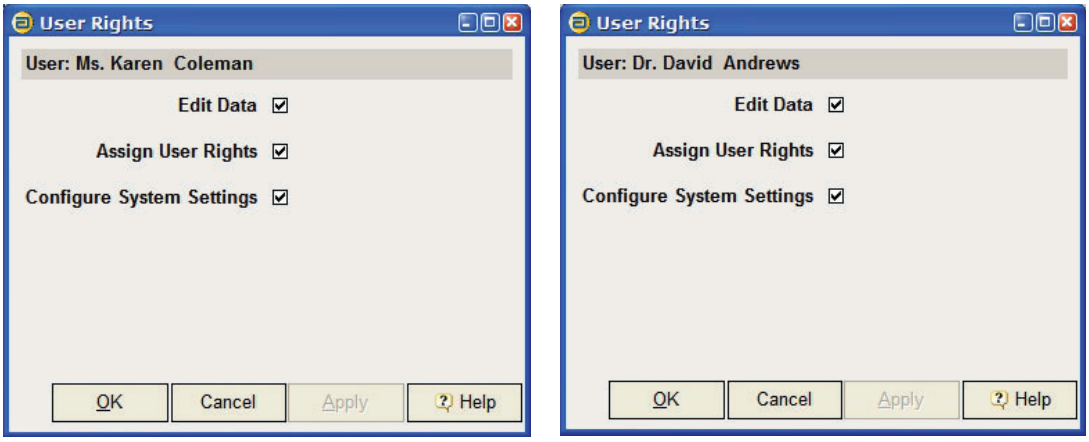


Figure 122. User Rights: Home User (left) and HCP User (right)

4. **Check** the rights that you want to grant to yourself. Uncheck the rights that you want to revoke.
5. Click **OK**.

Note: If you cannot change your own user rights, select **System Administrator** in the Select User list or Select HCP list. The system administrator can change user rights for any profile.

8.3.3 Home User - Assigning User Rights to Other Home Users

If you have set up more than one home user profile, you can follow this procedure to set user rights for another profile.

1. Click **UserProfile > User List** or, from the home page, click to display the User List.

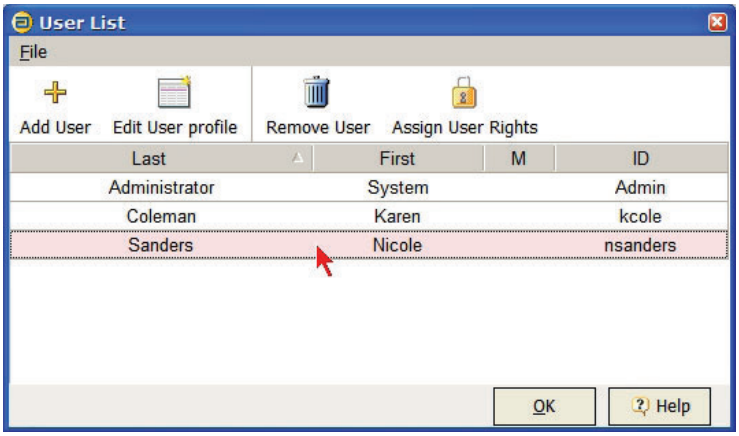


Fig. 123. User List

2. Select a user in the list.
3. Click to open the User Rights screen.
4. Check the rights that you want to grant. Uncheck the rights that you want to revoke.
5. Click **OK**.

Note: **Edit Data** ☑ allows the user to edit data/events *and* delete user profiles.

8.3.4 HCP - Assigning User Rights to Other HCPs

If you have set up more than one HCP profile, you can follow this procedure to set user rights for another profile.

1. Click **UserProfile > HCP List**.

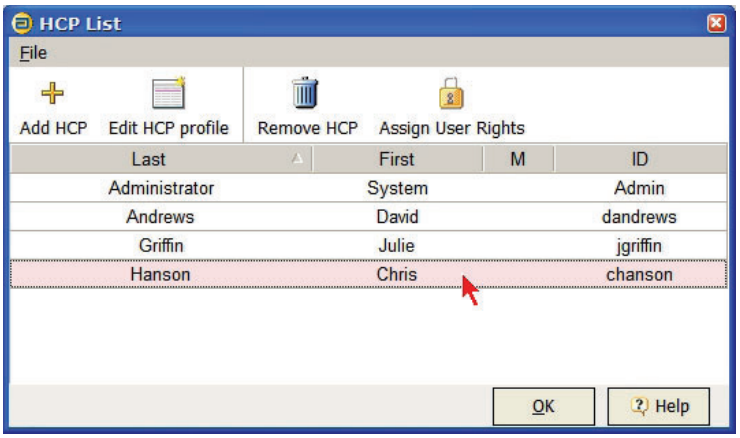


Fig. 124. HCP List

2. Select a user in the list.
3. Click to open the User Rights screen.
4. Check the rights that you want to grant. Uncheck the rights that you want to revoke.
5. Click **OK**.

Appendix A: Contact Customer Care

If you have questions after reading this User's Guide, or for technical assistance, please contact Abbott Diabetes Care, Customer Care.

Please contact the person you received the software from, or your local Abbott Diabetes Care office. For a list of worldwide offices, visit **www.abbottdiabetescare.com** and click **Worldwide Locations**. On the Worldwide Locations page, click the link for your country or a country near you.

Appendix B: Troubleshooting

If you continue to experience a problem after completing troubleshooting steps listed in this section, please see *Appendix A: Contact Customer Care* to request further assistance.

Device Connection Problems

Devices	Troubleshooting
Abbott Diabetes Care Blood Glucose Monitoring Devices	• Check your connection at the meter and the computer. • Reset the device by turning off and on. • Disconnect and reconnect the cable. • Check the device user instructions. • Other programs may be attempting to use the COM port. In this case, close all programs but the CoPilot system and see if it corrects the problem. • Review the settings on a switchbox if you are using one. • COM port may not have been released by another program (e.g., PDA programs). PDAs tend to cause problems by occupying COM ports. Consider dedicating a COM port to your PDA and dedicating a different COM port to data uploads from other devices.

Data Import Problems

Not all database imports will populate all the available fields in the Diary List. *Appendix C: Supported Devices and Databases* lists all the events and data that the CoPilot system is able to import from these databases. No HCP Profile information is ever imported. Importing a file imports patient data only, one patient at a time.

Source	Troubleshooting
CoZmanager Software	• CoZmanager software must be Rev. D or higher. • Cozmo pump software must be Rev. F or higher.
Precision Link	• Precision Link Versions 2.4 and lower are not supported.
FreeStyle Connect System	• COM port may not released by another program (e.g., PDA programs). PDAs tend to cause problems by occupying COM ports. Consider dedicating a COM port to your PDA and dedicating a different COM port to data uploads from other devices.
XML Files **TAB Files**	• Please contact the person you received the software from, or your local Abbott Diabetes Care office. For a list of worldwide offices, visit **www.abbottdiabetescare.com** and click **Worldwide Locations**. On the Worldwide Locations page, click the link for your country or a country near you.

Printing Problems

You should download the latest printer driver from the manufacturer of your printer. If you change the orientation of the page (portrait, landscape) or change page size, view the page using **Print Preview** before printing to check formatting.

Problem	Troubleshooting
Unclear Printing (Greyscale)	• Reports are clearest when printed on a colour printer. For greyscale or black-and-white printing, display the report with distinctive patterns in black and white rather than colour. See *Section 5.3.3: Display Features*.
Blacked out Regions in the Printout **Blank Regions in the Printout** **Information is Missing on the Printout** **Extraneous Lines in the Printout**	• Certain combinations of operating systems, printers, and printer drivers may result in printouts that contain blank regions, black regions, or missing information. An alternate printing method has been provided in the program: You can save any report as a **.pdf** file and open the file in Adobe Acrobat and print it from that application. You can download Adobe® Acrobat® for free from their website: *www.adobe.com*

PDF Attachments

Problem	Troubleshooting
E-Mail Report to: PDF File Not Attached	• The **E-Mail Report to** option is designed to access your e-mail account and open a new e-mail message screen. The report is attached to the message as a *.pdf file. If your e-mail account is not detected automatically, you will need to e-mail the report manually. To do so: With the desired report open, select the **Save as PDF file** option from the **File** menu. Attach the *.pdf file to an e-mail manually.

Access Violation Errors

If you receive an access violation error message, you should close the program and reopen it, even if the program allows you to continue. If you do not close and reopen the program, you may get further access violation error messages.

Appendix C: Supported Devices And Databases

The CoPilot Health Management System supports many types of blood glucose monitoring devices and databases.

This appendix provides a list of supported devices and databases along with the types of data and information that can be uploaded to the CoPilot system.

In addition, different devices may require different steps to upload data:

- Some devices upload all collected data to the CoPilot system, using the **DataEntry > Read Abbott BG Meter** command.

If your device is not listed below, please contact Abbott Diabetes Care, Customer Care to determine if your device is supported.

Supported Devices and Databases

Precision Xtra, Optium, Precision Easy, Optium Easy, EasySense, TrueSense, Precision Xceed, Optium Xceed Meter Interface

Glucose Event Data

- Date/time of event
- Data source (to distinguish manual or device)
- Glucose value
- Device ID (serial number)

Ketone Event Data

- Date/time of event
- Data source (to distinguish manual or device)
- Ketone value
- Device ID (serial number)

Precision Link v2.5 and Higher Interface

Glucose Event Data

- Date/time of event
- Data source (to distinguish manual or device)
- Glucose value

Ketone Event Data

- Date/time of event
- Data source (to distinguish manual or device)
- Ketone value

User Contact Information

- First name
- Last name

Glucose Targets

- High value
- Low value

Time Periods

- Time periods

CoZmanager Interface

User Contact Information

- First name
- Last name

Glucose Event Data

- Date/time of event
- Data source (to distinguish manual or device)
- Glucose value
- Device ID (serial number)

Correction Bolus Event Data

- Date/time of event
- Dosage
- Administration type (correction, meal, general)

Meal Bolus Event Data

- Date/time of event
- Dosage
- Administration type (meal, general)

Basal Rate Event Data

- Date/time of event
- Rate
- Administration type (programmed, temporary)

Temp Basal Rate Event Data

- Date/time of event
- Rate
- Administration type (programmed, temporary)

Carbohydrate Event Data

- Date/time of event
- Carbohydrates

Daily Basal Insulin Sum Data

- Date
- Basal insulin daily total

Daily Meal Bolus Sum Data

- Date
- Meal bolus insulin daily total

Daily Correction Bolus Sum Data

- Date
- Correction bolus insulin daily total

FreeStyle Connect Interface

User Contact Info

- Patient last name
- Patient first name

Glucose Targets

- High value
- Low value

Time Periods

- Time Periods

Glucose Event Data

- Date/time of event
- Data source (to distinguish manual or device)
- Glucose value
- Device ID (serial number)
- Status flag
- Cal code

FreeStyle family of meters and Optium Mini Meter Interface

Glucose Event Data

- Date/time of event
- Data source (to distinguish manual or device)
- Glucose value
- Device ID (serial number)
- Status flag
- Cal code

Appendix D: Warning, Caution and Important Messages

For reference, **Warning**, **Caution** and **Important** messages included in this guide are listed below.

WARNING Messages

The following WARNING messages are included in this *User's Guide*.

Section 4

- To avoid the possibility of electrical shock, never perform a blood glucose test while the meter is connected to the computer.
- Be sure to enter and check all values carefully. The CoPilot system cannot check that the entries you make are correct for your personal needs. Serious effects on your health could result from relying on or using improper or incomplete entries. Discuss the data entry options available with your HCP so you are both clear on the amount and types of information for therapy analysis.
- Imports from the CoZmanager System include data only from full days (24 hours), not partial days. This is so that CoZmanager can provide daily totals.

Section 5

- Have your healthcare professional review and confirm your entries before using this data. Serious effects on your health could result from relying on or using incorrect entries.
- Imports from the CoZmanager System (pump) include data only from full days (24 hours), not partial days. This is so that CoZmanager can provide daily totals.
- Some Deltec Cozmo Insulin Pump events such as disconnect, reconnect and cancelled boluses are not included.

Section 6

- Do not change your medication unless advised by your healthcare professional.
- Be sure to enter and check all values carefully. The CoPilot system cannot check that the entries you make are correct for your personal needs. Serious effects on your health could result from relying on or using improper or incomplete entries. Discuss the data entry options available with your HCP so you are both clear on the amount and types of information for therapy analysis.

CAUTION Messages

The following CAUTION messages are included in this User's Guide.

Section 2

- You must set the CoPilot system to use the same Unit of Measure that you use on your glucose meter. Selecting the incorrect Unit of Measure can result in misinterpretation of test results.
- Ensure that you discuss results with your patients using the same Unit of Measure that they use. Confusion about the Unit of Measure can result in misinterpretation of test results.

Section 4

- The CoPilot system assumes a single glucose calibration type, either plasma or whole blood.
- Ensure that the time and date are set correctly on your personal computer and other devices.
- When uploading glucose data from a device, the CoPilot system does not differentiate between devices that are whole-blood or plasma calibrated. The CoPilot system merely uploads the data with no calculations made. Because there are slight differences between the two calibrations, you should not mix data from devices that use different calibration references. It is possible to enter duplicate data entries into the CoPilot Health Management System.

  The CoPilot system does not check the accuracy of the data the user provides. For example, a user of the Deltec Cozmo insulin pump might record the carbohydrates for a meal (for example, 25 g) and enter it into the Deltec Cozmo software. When the user uploads the data from the pump, a meal entry (25 g) will be created in your CoPilot system. If the user also manually enters a meal entry (25 g) for that same meal in the CoPilot Software, two meal entries would result (at slightly different times), thereby accidentally recording a total of 50 g for the meal. The user must take reasonable precautions to prevent duplication errors. For example, choose one location for recording certain data types (i.e., on a single device or in a particular software program).
- Do not upload data from any device that has recorded data for more than one person. The CoPilot system cannot identify if data on a device has ever been recorded for more than one person. All data stored on a device is uploaded to the database for the person associated with the device in the CoPilot system.
- It is possible to enter duplicate data entries into the CoPilot Health Management System. The CoPilot system does not check the accuracy of the data the user provides. For example, a user of the Deltec Cozmo insulin pump might record the carbohydrates for a meal (for example, 25 g) and enter it into the Deltec Cozmo software. When the user uploads the data from the pump, a meal entry (25 g) will be created in your CoPilot system. If the user also manually enters a meal entry (25 g) for that same meal in the CoPilot system Software, two meal entries would result (at slightly different times), thereby accidentally recording a total of 50 g for the meal. The user must take reasonable precautions to prevent duplication errors. For example, choose one location for recording certain data types (i.e., on a single device or in a particular software program).

- Contact your healthcare professional for guidance on determining and using your insulin dosages, insulin-to-carbohydrate ratios, and insulin sensitivities.
- Contact your healthcare professional for guidance on determining and using your prescribed carbohydrate intake.

Section 5

- For glucose and insulin entries, if the Time Period is changed manually, all reports will still be displayed as defined by the Time Period setting in the User Profile.
- If any event data is Hidden, a comment will appear at the top of the report indicating the number of Hidden events. Hidden data will not be displayed or included in the calculations for this report.
- If the user reconfigures the Glucose Modal Day report by turning Display Time Periods OFF, the Glucose Modal Day report will go back to plotting the data point based on the user-configured time period and remove the Time Period labels across the top of the graph. This can result in a data point for any glucose reading, where a user manually assigned the time period, being displayed in a different location on the Glucose Modal Day graph. When the Display Time Periods is ON, the glucose reading that has a manually assigned time period will be displayed on the graph in the middle of the time period assigned.
- Total Insulin statistics based on data from the CoZmanager System (pump) may differ from the sum of the individual insulin fields that make up the total. This is because CoZmanager may record the amount of a cancelled bolus. The Total Insulin statistic on any the CoPilot system report displays only the insulin delivered, not the cancelled bolus.
- Total Insulin statistics may appear to vary from report to report. This is usually due to how the report defines a day.

Section 6

- Contact your healthcare professional for guidance on determining and using your insulin dosages, insulin-to-carbohydrate ratios, and insulin sensitivities.
- Contact your healthcare professional for guidance on determining and using your prescribed carbohydrate intake.
- The CoPilot system does not calculate your insulin sensitivity or your insulin-to carbohydrate ratio. These should always be determined by your healthcare professional.

IMPORTANT Messages

Section 2

- This procedure is different for home users and HCPs. Select the correct procedure below.

Section 4

- To avoid losing data, upload data from your device often. Most devices hold only a limited number of historical records.
- Always refer to the user's guide that came with your device or pump for complete instructions on its use.
- Any data you previously uploaded from a device will not be overwritten when you upload again from that same device. Only the new data will be added to your file.
- Medication Event refers to all medications you take except insulin.
- Be careful to type numbers only into the Result Value field. For example, if your A1C test result is 7.6%, type 7.6 in the Result Value field and type % in the Units field. If you type the units in the Result Value field, the entry for this lab test will not be displayed correctly in the reports you generate.

Section 7

- As a precaution, you should make a full backup of your CoPilot system database before upgrading your operating system.

Appendix E: CoPilot System Network Installation

About CoPilot System Network Installation

This appendix provides instructions for setting up a network installation for the CoPilot Health Management System. The instructions assume that the user is setting up a CoPilot system database on a central computer (server) that will provide data access for one or more CoPilot system installations (clients) residing on other machines in a common network. The user setting up the network installation must have a working knowledge of Windows and basic networking terminology.

Installing the CoPilot System Server

The CoPilot system server setup program (SetupCoPilotServer.exe) can be found on the Abbott Diabetes Care website (www.abbottdiabetescare.com) or on the CoPilot system installation CD. You may install the CoPilot system server setup program from either location.

A. Downloading from the Abbott Diabetes Care website:

1. Open the website www.CoPilot.AbbottDiabetesCare.com in your internet browser.
2. Click on the CoPilot Health Management LAN Database Installer and install the CoPilot system server setup program (SetupCoPilotServer.exe) on the host server to be used.

B. Installing from the CoPilot system installation CD:

1. Place the disc in the CD/DVD drive of the server.

Note: Do not install the CoPilot Health Management System program, which starts automatically. Instead, open the contents of the CD and locate the LAN Server folder

2. Open the LAN Server folder
3. Install the CoPilot system server on the host server by running SetupCoPilotServer.exe
4. When the installation is complete, go to the Windows Control Panel and open the **Firebird 2.0 Server Manager** applet. Make sure it is configured like this:

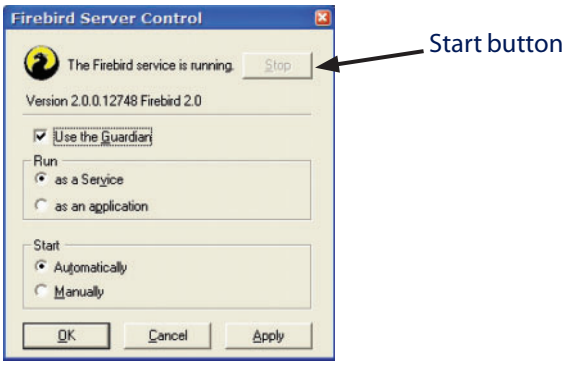


Figure 125. Firebird 2.0 Server Manager

Note: Be sure to click the **Start** button to run the **Firebird Server** application.

Note: If the CoPilot system Client application was previously installed, it will need to be uninstalled prior to installing the server.

Installing the CoPilot Server Client Application

1. Install the CoPilot system client application (**Setup.exe**) on a client computer with network connectivity to the host server.
2. Run the client application. Select **System Settings** from the **File** menu.

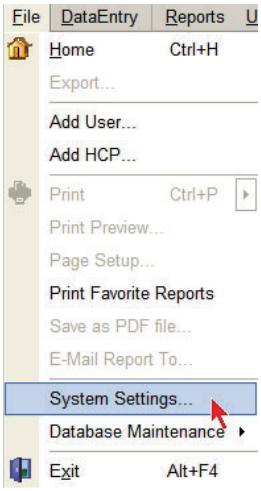


Figure 126. File Menu, System Settings Command

3. The **System Settings** screen displays.

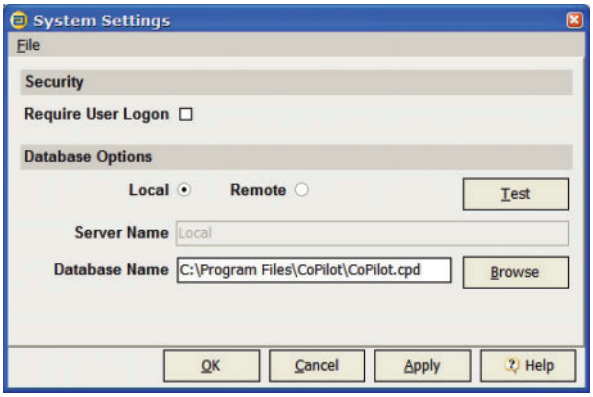


Figure 127. System Settings

4. Under **Database Options**, select **Remote Server**. Note that **Browse** is now disabled.

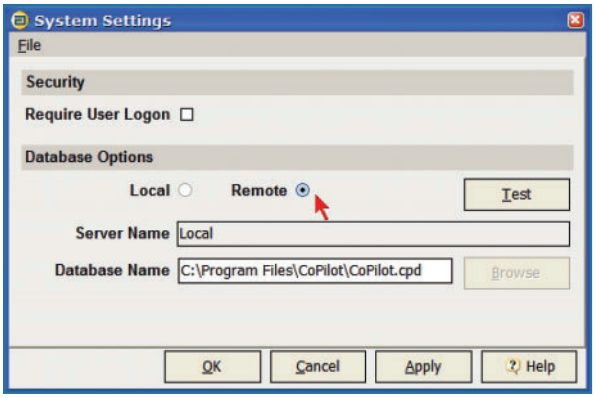


Figure 128. System Settings: Remote Server Mode

5. Enter the computer name of the server into the text box labeled **Server Name**. This is the name that the computer is identified by on the local network.
6. Enter the complete path and file name for the server database in the **Database Name** text box (for example, **C:\Program Files\CoPilot Server\Database\CoPilot.cpd**). DO NOT use the full path specification that includes **\ComputerName\C\...**
7. Click **TEST**. If the connection is successful, a confirmation message displays.
8. Click **OK**, and close the program.
9. If the connection is not successful, you will receive an error message.

Restarting the Client

1. Restart the CoPilot system on the client. You may need to set up the user again (as either a Home User or a Health Care Professional) even if you did so in the past. This will establish the server database as either a **Home** or **HCP** system. All subsequent clients that attach to the server database will use the established **Home** or **HCP** selection.
2. The lower left corner of the client should indicate the name of the current database (**CoPilot.cpd**, unless you have created and named your own CoPilot client database).

Index

A
ADC customer care vi, 120
archiving data 106
  restoring archived data 109
  viewing archived data 108
C
caution 127
  defined 4
computer requirements vi
CoPilot Health Management System
  about v, 1
  intended use v
customer care
  contacting 120
D
daily combination view report 96
  carbohydrates graph 97
  data table 98
  glucose line graph 97
  insulin summary 98
database management 106
  archiving data 106
  backing up a database 110
    automatic backup 110
    manual backup 110
  restoring archived data 109
  restoring backed-up database 111
  viewing archived data 108
  viewing restore log 113
data entry
  manual 46
    exercise activity 52
    glucose reading 48
    insulin dose 49
    ketone reading 57
    lab test result 56
    meal entry 50
    medical/doctor exam 55
    medication entry 54
    note 58
    state of health 53
data filters 72
data symbols 69
day, definition of 75
device
  connect to your computer 42, 43
  undoing last upload 45
  uploading data 42, 43
diary list 76
  customize columns 78
  hide/unhide events 77
E
e-mailing reports 70
exporting data 64
G
glucose average report 83
glucose events
  glucose (BG) 72
  glucose (CM) 72
glucose histogram report 85
glucose line report 82
  show/hide line 82
glucose modal day report 80
glucose pie chart report 86
glucose target modes 75
glucose target range
  colours 69
H
HCP group analysis report 101
  customize columns 101
HCP version
  about v, 1, 2, 12, 29
  profile 29
    adding HCP profile 39
    adding patient profile 36
    assigning an HCP 39
    changing/adding profile 36
    deleting an HCP profile 40
    editing HCP profile 40
    editing patient profile 38
    glucose targets tab 32
    options tab 35
    removing patient profile 38

help
  using 9
home page
  about 5
Home User version
  about v, 1, 12
  profile 15
    adding HCP profile 26
    adding user profile 24
    changing/updating 24
    data entry preferences 19
    deleting HCP profile 28
    editing HCP profile 28
    glucose targets tab 20
    health profile tab 18
    options tab 23
    removing user profile 24

I

important note 129
  defined 4
importing data 61
  from a file 62
  supported database 61
installation 10
  network 10, 130
insulin-to-carbohydrate ratio 105
insulin sensitivity factor 104

L

lab and exam record report 88
lists 59
  customizing 59
logbook report 87
logon 115

M

manual data entry 46

P

password protection 114
prescribed plan 104
  filling in 105
  insulin-to-carbohydrate ratio 105
  insulin sensitivity 104
printing 70
  automatic report 31

R

reports 66
  data filters 72
  data symbols 69
  date range 68
  definition of a day 75
  display features 73
  e-mailing 70
  glucose target modes 75
  opening 67
  personalizing settings 71
  printing 70
  reports toolbar 68
  target range colours 69
  viewing 68
restore log
  viewing 113

S

security 114
statistics report 88
  carbohydrates statistics 95
  glucose statistics 89
  insulin statistics 92
  pump statistics 93
supported devices/databases 123
system administrator profile 114

T

technical support vi
terminology 2
troubleshooting 121
  access violation errors 122
  data import 121
  device connection 121
  pdf attachments 122
  printing 122

U

undoing device upload 45
unit of measure
  select 13
uploading data from device 43
user rights 116
  assigning 117

W

warning 126
  defined 4
weekly pump view report 99
  select week 99

CoPilot System User's Guide

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